Booking a test centre appointment with Pearson VUE

How will I know when to book an appointment?
You will receive an email from the GPhC to alert you to expect a communication from Pearson VUE, approximately 24-48 hours before you receive the notification from them to create an account and book your assessment centre appointment.

This email notification from Pearson VUE will advise you how to set up your Pearson VUE account and to book your assessment. You will not be able to set up your account before you have received this notification from Pearson.

If you sat a previous assessment in a Pearson VUE test centre and already have a Pearson VUE account, you will simply need to log back in to your existing account to book your test centre appointment. You will not need to set up another account for this sitting. Pearson VUE contact centre will help you if you have forgotten your username or password.

Will I be guaranteed an appointment in my preferred test centre location?
There are sufficient test centre spaces across the UK to accommodate the number of candidates approved to sit. If you are not able to book an appointment in your preferred test centre location, you will need to select another test centre.

Please be aware that we do not have access to all the places in all the Pearson VUE test centres. We have reserved seats according to the number of candidates that have applied for the assessment and based on the addresses candidates have provided to us. Spaces in some test centre locations may be limited as they may have already been booked by Pearson VUE’s other clients and space is severely restricted currently to allow for Pearson to adhere to the protocols for a COVID secure environment. Therefore, whilst every effort is being made to ensure that a test centre close to you is available, the closest one(s) to you may still be unavailable to you for the reasons stated above.

We recommend that you consider a range of centres for each of the assessment dates, in case your first choice is not available when you attempt to book.

Rescheduling and cancelling your test centre appointment
If you would like to reschedule your appointment or change your test centre location, there is an option for you to reschedule your appointment subject to availability. This can be done up until 48 hours before the assessment day.

If you want to cancel your test centre appointment you can do so up to 48 hrs before the assessment day. Please note that once you cancel your appointment you can no longer book to sit the summer assessment. Please only cancel your appointment if you have formally withdrawn from the assessment with the GPhC.
Instructions for booking your Pearson VUE assessment slot

Setting up your Pearson VUE account

Step 1: Click on ‘For test takers’ then ‘Schedule and exam’

Step 2: Select your testing programme (GPhC). Once selected you will be redirected.
Step 3: Read all the information provided and then click sign in

Step 4: Once you enter your details and sign in, you will be prompted to change password and complete security details. If you have previously sat an assessment in a Pearson VUE test centre and already have a Pearson VUE account, you can simply sign in.
How to book a test centre appointment

Step 1: Click on pre-approved exams. You don’t need a private access code.

Step 2: Click on ‘View Testing Policies’, and read the following information, then click “Next” to proceed. If you have a reasonable adjustment it will be listed under ‘Accommodations’.
Step 3: Find a test centre by entering your address then click search. Select a maximum of 3 test centres from the list to compare availability.

You can select up to three test centers to compare availability.

<table>
<thead>
<tr>
<th>Test Center</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pearson Professional Centres-UK Cambridge</td>
<td>1.4 mi</td>
</tr>
<tr>
<td>Pearson Professional Centres-UK Bury St Edmunds</td>
<td>24.2 mi</td>
</tr>
</tbody>
</table>

Helpful hints:
- The test center information link may provide directions, parking, wheelchair support or other physical access considerations.
- Distance (miles) is a straight line calculated from the center point of your search criteria and does not reflect driving distance.

Step 4: Find an appointment at an available test centre. Select each of the different dates and test centres to find a preferred slot. There are different time slots available and if a time slot is unavailable, it will state this next to the time slot.
Step 5: Confirm appointment details and contact information are correct. You can change your appointment and change test centre. If the everything is correct, then click next. Your name must exactly match ID that is presented at the time of testing.

Step 6: Check all details are correct. If at this stage you want to make changes, you will need to cancel your order and return to the dashboard. If you are happy with the details, click on “Submit Order”

Step 7: You will be sent a confirmation email to your email address. Please ensure you read all the information in your confirmation email.
Step 8: To view your appointment click on ‘Return to Dashboard’, then you can view your upcoming appointment.

Having problems booking your test centre appointment?

If you experience any technical issues in booking your test centre appointment, please contact Pearson VUE.

For other queries, please contact us on 0203 713 8000 or email info@pharmacyregulation.org.