

Booking a test centre appointment with Scheduler

How will I know when to book an appointment?

You will receive an email from Scheduler to book test centre appointments 48 hours before booking opens for you to schedule your test centre appointment. This email will contain your log in details for your account. You will not have access to the site before you have received this notification.

For further details of the booking window dates for this sitting, please [see the *Applying to sit the assessment* section of the assessment web page.](#)

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.

We have reserved seats in centres according to the number of candidates that have applied for the assessment and have considered the addresses candidates have provided to us in planning the locations and distribution of seats.

As seats are offered to candidates on a first-come first-served basis, this may mean that you are not able to sit at the test centre closest to you, but you should be able to sit at a centre within a reasonable travel distance. You can [find a list of test centres in the sitting locations section](#) of the assessment web page

We recommend that you consider a range of centres for the assessment, 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 change your test centre location, you will need to cancel your booking and reschedule your appointment for the test centre location you prefer to sit the assessment at, subject to availability. You can only change your test centre location during the booking period.

If you have formally withdrawn from the assessment with the GPhC, and you have received confirmation that your withdrawal has been processed, you can cancel your test centre appointment on the system any time during the booking window period.

Instructions for booking your BTL assessment slot

Step 1

You will receive a welcome email from Scheduler noreply@schedulemytests.com 48 hours before the booking window opens.

This email will provide you with a link to Scheduler (the test centre booking portal) and your log in details to access your account.

It will also confirm when the booking window will open. **You will not be able to book your test centre appointment at this stage.**

If you have not received an email, please check your junk mail before contacting us.

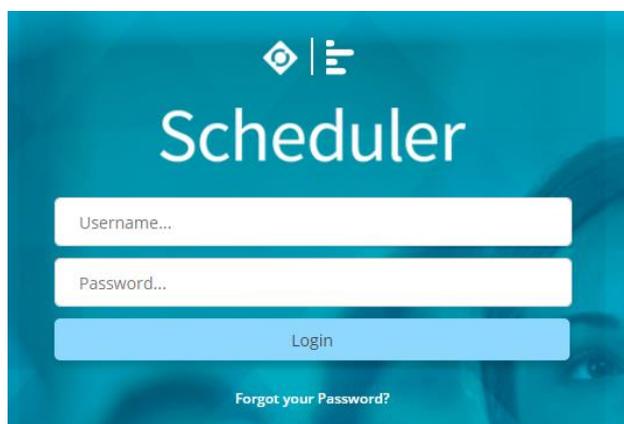
Step 2

At 8am on the day the **booking window opens** you will receive a second email to confirm you are eligible to book and the exact time you will be able to book from. You will not be able to book until at least 10.00 am on the day.

This email will also give you the email address for who to contact if you are having difficulty in booking your test.

Step 3

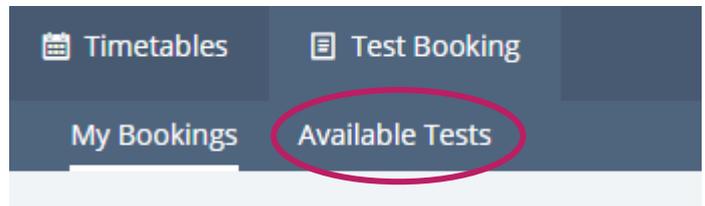
Use the login details (username and password) that were in your welcome email to access your account.



You must change your password once you have logged in for the first time.

Step 4

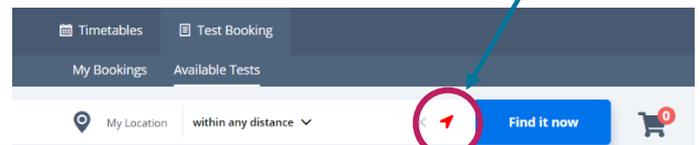
Select 'available tests' tab at the top middle of the screen.



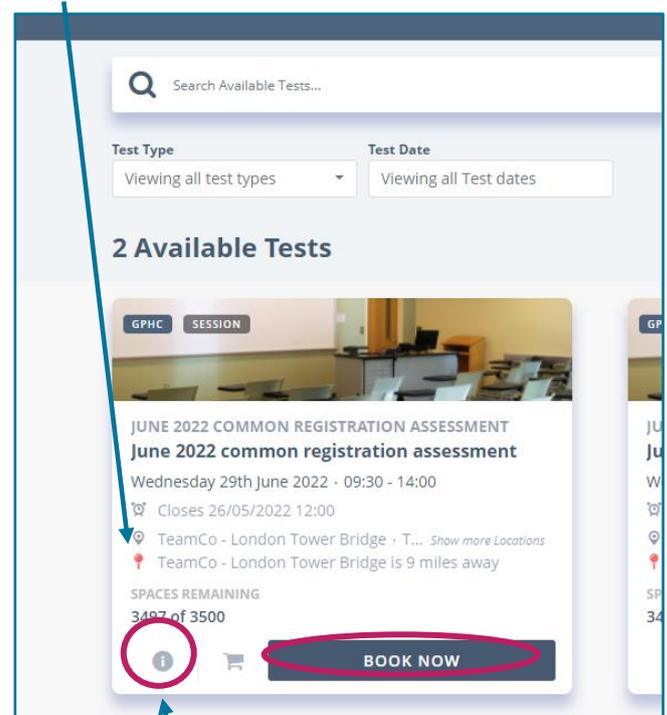
Step 5

You will then be directed to a page with a booking card for the assessment, which includes all the details of the sitting.

If you want to find out what your closest test centre to your location is, select this arrow.



The booking card will then state your closest test centre as the first option on the card.



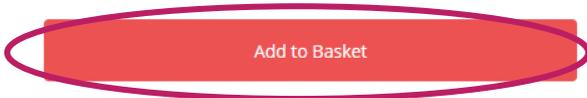
Select the (i) icon at the bottom of the booking card if you want to look at all the available test centres.

If you already know your chosen test centre, you can select the **'book now'** button and skip to **step 7**.

Step 6

You will also see a list of all available test centres using Google maps. You can use the pins on the map to see all the test centres that are available.

Select the 'add to basket' button once you have found the test centre to find the test centre you want to sit the assessment at.



Test Details

TEST

June 2022 Common Registration Assessment 50%

CLIENT

GPhC

WHEN

Wednesday 29th June 2022 · 09:30 - 16:15

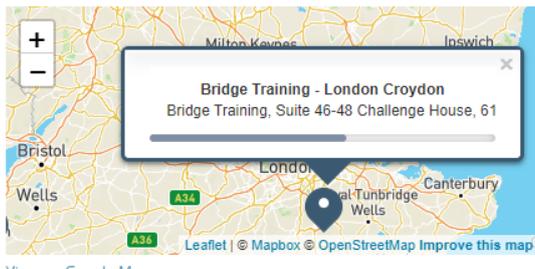
WHERE

Way, Three Bridges, Crawley, West Sussex, RH10 1TN

TeamCo - Birmingham · TeamCo - Birmingham - Overall Capacity
Jurys Inn 245 Broad Street, Birmingham , B1 2HQ

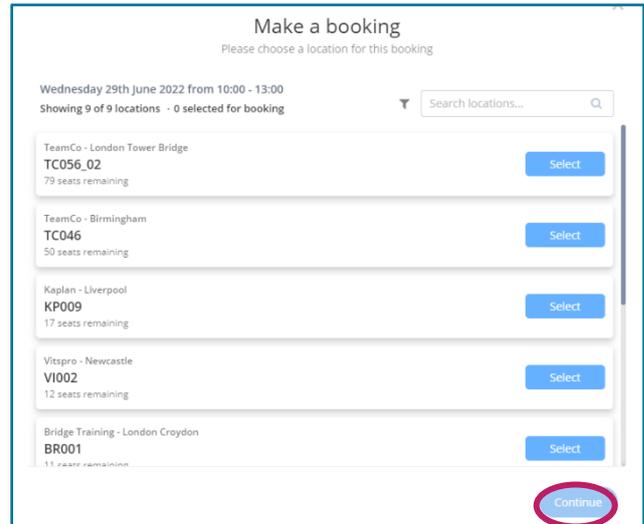
TeamCo - London Tower Bridge · TeamCo - London Tower Bridge - Main Room
Leonardo Royal London Tower Bridge, 45 Prescott Street, London, E1 8GP

Vitspro - Newcastle · Vitspro - Newcastle - Overall Capacity
VITSPRO (Virtual IT Services Provider Ltd), Unit 9, Bankside, The Watermark,
Metro Riverside Park, Gateshead, NE11 9SY



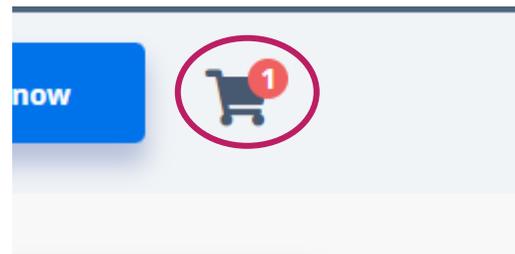
Step 7

A screen will then pop up for you to search and select your test centre. Once you have made your selection, click 'continue' at the bottom of the page.



Step 8

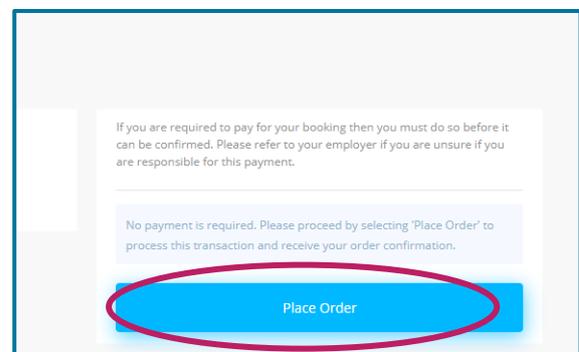
Your basket button can be found towards the top right of the screen, and it should appear like this:



If you click on the basket, it will then lead you to a screen to review your booking.

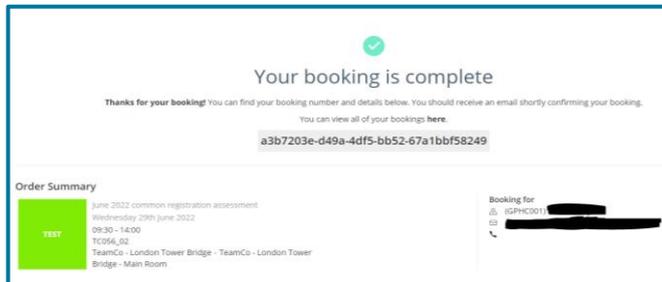
Step 9

Once you have reviewed your booking and are happy with the details, select 'place order'.

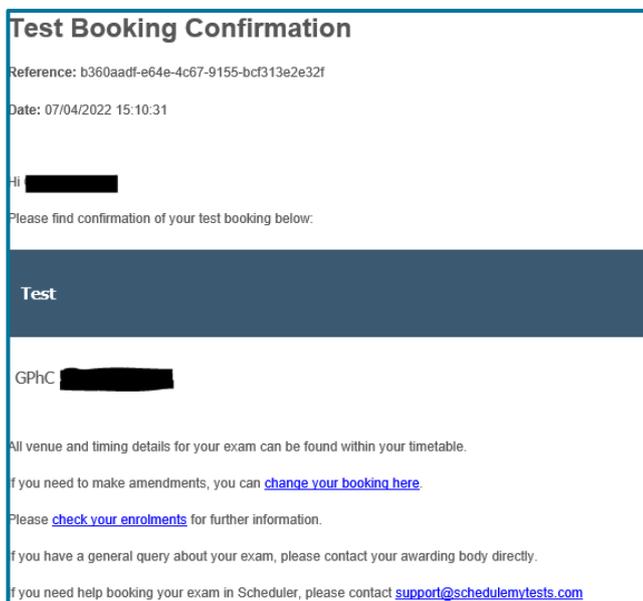


Step 10

You will then be directed to a booking confirmation page, to confirm your booking is complete.

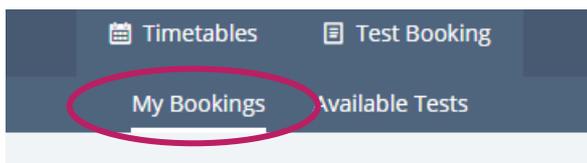


You will also receive an email from Scheduler noreply@schedulemytests.com with the booking confirmation details.



Step 11

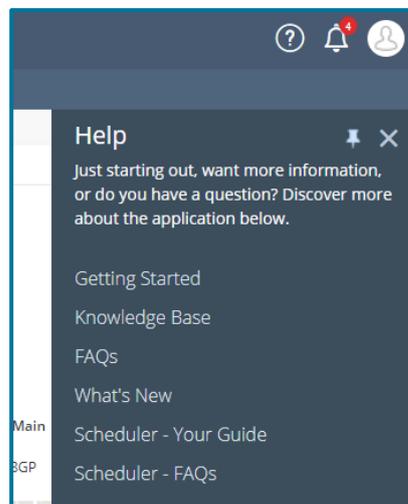
If you would like to review your test centre booking details, select the 'my bookings' tab at the top of the screen and select the booking card.



BTL booking user guide and FAQs

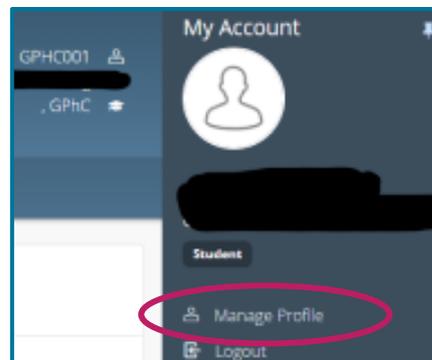
Refer to the help section that can be found at the top right-hand corner of the screen. If you

select this button a drop-down box will appear where you can view the BTL user guide and FAQs.



Changing your password

If you need to change your password, please select the 'my account' button at the top right of the screen and then select 'manage profile' from the drop down.



Having problems booking your test centre appointment?

If you experience any technical issues in booking your test centre appointment, please contact support@schedulemytests.com. You can expect to receive a response within 1 working day. The mailbox will be monitored during working hours.

For other queries regarding the registration assessment, please contact us on **0203 713 8000** or email info@pharmacyregulation.org.