**Notification of withdrawal from the November 2022 registration assessment**

**Use this form to notify the GPhC of your decision to withdraw from a sitting of the registration assessment. Make sure you read the information below before submitting your form.**

If you choose to withdraw and not sit the assessment in November2022, you must complete and **submit this notification form by 5.00 pm on Thursday 10 November 2022.** You must email your completed form to[withdrawals@pharmacyregulation.org](mailto:withdrawals@pharmacyregulation.org)**.** We will not accept withdrawals by any other method.

If you do not receive a personal email acknowledgement from us within five working days of submitting your notification form, please contact us at the email above.

The information that you give us on this form will be used to track and record your withdrawal notification for the specified sitting. For more information, please [see our privacy policy on the main GPhC website](https://www.pharmacyregulation.org/privacy-policy).

**Important information about withdrawing**

As per the registration assessment regulations, a candidate may withdraw from an assessment sitting at any point before the sitting, and up to five working days after the sitting if they choose not to sit, provided that they do not remain at their workstations after the cut-off point announced by the invigilator and shown on their computer screen. If a candidate stays at their workstation past this point, they have declared themselves ‘fit to sit’ and they can no longer withdraw from the assessment.

If a candidate withdraws from a sitting, it will not count as one of their sitting attempts that are available within their time limit to apply for registration as a pharmacist. Withdrawing from an assessment does not automatically mean a that trainee’s time limit to apply for registration will be extended.

Once a candidate has notified the GPhC of their decision to withdraw from a sitting in line with registration assessment regulation 5.2, the decision is final and cannot be reversed. Once a candidate has withdrawn from a sitting, they will no longer be permitted to sit that sitting of the assessment, regardless of eligibility.

A candidate who applies to enter a sitting of the assessment, and has been approved, but does not sit, and does not notify the GPhC of their decision to withdraw in line with 5.2, will forfeit the sitting attempt through non-attendance. The sitting will be removed from the total number of remaining sitting attempts available to the candidate within their timeframe to apply for registration as a pharmacist.

If the candidate is eligible to sit again, has sitting attempts remaining, and are within their registration time limit, they will be required to pay a new assessment fee for the next assessment sitting they apply to enter.

**Notification of withdrawal from the November 2022 registration assessment**

|  |  |
| --- | --- |
| First name |  |

|  |  |
| --- | --- |
| Last name |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Foundation trainee number (PSNI candidates, please use the last four shaded boxes) | 4 |  |  |  |  |  |  |
|

|  |  |
| --- | --- |
| Reason for withdrawal  (this is optional) |  |

I confirm that I want to withdraw from the November 2022 registration assessment sitting. I understand that this decision cannot be reversed.

Please either print this form and manually sign it below or add an electronic signature using Adobe Fill & Sign – see the instructions below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

Signed Date

**Adding your signature using Adobe Fill & Sign**

Click on the ‘sign’ icon in the Fill & Sign toolbar and select ‘Add signature’. You can add your signature in two ways:

Click on the ‘Draw’ icon and use your mouse to draw your signature (much as you would when accepting a package delivery)

Click on the ‘Image’ icon (first you will need to take a photograph of your signature and save it to your PC) and then select the image you have saved of your signature.

**Please note that we will not accept a typed signature.**