

Common registration assessment regulations: appendix for candidates sitting remotely with online proctoring in November 2021

This appendix is a supplement to the main **Registration assessment regulations for sittings in November 2021**. It is for candidates sitting remotely with online proctoring (invigilation). Sitting the assessment remotely is an exception to the Registration Assessment Regulations for November 2021 agreed by the Board of Assessors in response to the COVID-19 pandemic, allowing candidates to request not to sit the assessment within a Pearson VUE test centre.

The grounds for requesting a remote sitting are limited to candidates granted this as an adjustment due to a specific need through the reasonable adjustment process, or candidates who are prevented from accessing a Pearson VUE test centre due to government advice regarding self-isolation in relation to COVID-19, or being located overseas in a jurisdiction where there is no test centre provision.

The GPhC cannot guarantee a remote sitting seat, which is dependent on availability and is managed by Pearson VUE, and outside of the GPhC's control.

The main Registration Assessment Regulations for sittings in November 2021 apply to candidates sitting remotely with online proctoring unless stated otherwise in this appendix.

1. General information

Section 1. applies to all candidates, with one modification:

Section 1.5 of the main registration assessment regulations states that sittings will take place in test centres. Sitting remotely with online proctoring is an exception.

2. Dates of assessment sittings

Section 2 applies to all candidates.

3. Reasonable adjustments for specific needs

Section 3 applies to all candidates.

4. Admission to and conduct of the assessment

Items 4.1, 4.3, 4.10 and 4.12 apply to all candidates.

The substitutions, amendments and additions below apply to candidates sitting remotely.

- 4.2 Candidates are required to provide identification documents, in a manner specified by the GPhC, in order to verify their identity. Only specified documents will be accepted.
- 4.4 Candidates may not leave the assessment room during the part 1 or part 2 papers.
- 4.5 Candidates may additionally have access to:
 - 4.5.1 a whiteboard (maximum A3 sized and placed on the desk) and non-permanent whiteboard pens
 - 4.5.2 a colourless glass of water
 - 4.5.3 a mobile phone, to be used for the sole purpose of providing an online sweep of the assessment room as instructed by the online proctor and in the event that it is necessary to speak with the online proctor by phone during the assessment. Requests for online sweeps of the assessment room by Pearson VUE greeters and proctors must be carried out immediately.
- 4.6 Candidates are not permitted to use a standard pen/pencil and paper during a sitting. It is the responsibility of the candidate to provide a whiteboard and non-permanent pens (as per 4.5.1). The whiteboard must be wiped clean at the end of each paper and the wiped clean whiteboard must be shown to proctors.
- 4.7 Candidates are required to have a mobile phone available (as per 4.53).
- 4.8 Candidates may have access to a white board and pen (as per 4.51).
- 4.11 Candidates must comply with all Pearson VUE requirements (see the Pearson VUE OnVue guide) and follow all instructions given to them online by Pearson VUE greeters and proctors. Candidates sitting remotely must abide by remote sitting requirements:
 - 4.11.1 Candidates must sit in the assessment room alone. No-one else may enter the room at any point during the assessment and candidates must not communicate with anyone during the assessment, the exceptions being Pearson VUE greeters and proctors.
 - 4.11.2 The room in which the assessment is sat must be conducive to sitting an assessment. This must be a private room, free from distraction. It could be the candidate's own home, or similar environment that is enclosed and quiet. Securing such a suitable room in which to sit the assessment is the sole responsibility of a candidate.
 - 4.11.3 The assessment room must be designated as an assessment room for the duration of a sitting and clearly identified as such – this is the sole responsibility of candidates. Anyone who might have access to the room in normal circumstances must be informed in advance that the room is an assessment room and that they must not enter the room during the sitting, and must not behave in such a way that might distract the candidate during a sitting. Timings of the sitting must be given to such people by the candidate. In this context, 'in advance' means in sufficient time for arrangements to be made such that the assessment room and the wider environs are suitable for a candidate sitting an assessment. Informing such people of all relevant matters is the sole responsibility of candidates
 - 4.11.4 During the sitting candidates may use their computer for the sole purpose of sitting the assessment, and must not access any other documents, information, internet browsers,

applications, or communication or recording tools of any kind for the duration of the sitting.

5. Withdrawal from the assessment

Section 5 applies to all candidates.

6. Being fit to sit the assessment

Section 6 applies to all candidates, with one substitution:

- 6.3. A candidate who is taken ill or experiences other adverse circumstances during the assessment, must draw this to the attention of the online proctor as soon as possible. The online proctor will arrange for a report to be submitted to the GPhC. If the candidate wishes their circumstances to be considered by the board under the provision of 6.4, they must then submit a written request to the board, via the GPhC, for their illness or adverse circumstances to be considered under the provisions of 6.4 below.

7. Notification of results

Section 7 applies to all candidates.

8. Alleged misconduct

Section 8 applies to all candidates, with the exception the following:

- 8.6 a. – does not apply
- 8.6 e. being in possession of an electronic device including camera, device with communication functionality or smart technology (other than a mobile phone) unless permitted by the adjustments panel in advance of the sitting through the reasonable adjustment process;
- 8.6 i. leaving the assessment room during a paper
- 8.6 m. communicating or attempting to communicate with anyone other than the Pearson VUE greeter or proctor during a sitting, either verbally or with a mobile phone, smartwatch, or other communications device.

In addition, examples of misconduct for candidates sitting remotely with online proctoring include:

8.6:

- o. Using, or attempting to use, a mobile phone for any other purpose other than to conduct an online sweep of the assessment room when instructed to do so by the greeter or proctor, or in the event that it is necessary to speak to the online proctor by phone during the assessment
- p. Taking screenshots of the assessment;
- q. Recording the assessment;
- r. Distributing screenshots or recordings;
- s. Leaving the assessment room during a paper;

- t. Allowing anyone to enter the assessment room during the assessment, as defined in section 4 above;
- u. Communicating with anyone during the assessment, other than a Pearson VUE greeter or proctor;
- v. Failing to wipe clean a whiteboard at the end of each paper;
- w. Failing to show a proctor a wiped whiteboard at the end of a sitting; and
- x. Failing to comply with a request from a greeter or proctor to sweep the room online via a camera

9. Quality assurance of candidates' marks

Section 9 applies to all candidates.

10. Appeals

This is a non-appealable substitute ground applying to candidates sitting remotely with online proctoring:

10.2.3 that the registration assessment was delivered remotely.

Additional non-appealable grounds are:

- 10.2.9 the unavailability of a remote seat for a sitting, which is beyond the GPhC's control;
- 10.2.10 sitting in an environment not conducive to sitting an assessment; and
- 10.2.11 choosing a remote seat for a sitting overseas which results in the assessment being undertaken at a time outside the normal working day.