



Sitting the June 2022 common registration assessment

If you are sitting the assessment in June 2022, make sure that you read this guidance carefully as it tells you what to expect on the assessment day. Read it along with the [registration assessment regulations](#) and make sure that you understand what your responsibilities are as a prospective candidate.

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Should I attend the test centre?

You should take personal responsibility and not attend the test centre if:

- You are testing positive for COVID-19
- you are part of a household required to isolate
- you have been informed by track and trace to self-isolate

If you are not able to attend the test centre for any of these reasons, please contact regexam@pharmacyregulation.org for more information. Alternatively, you can decide to withdraw from this sitting. See the withdrawal section for more information.

Am I fit to sit?

It is very important that you only sit the registration assessment if you are fit to do so. Being 'fit to sit' means that you do not know of any reason why your performance would be adversely affected on the day of the assessment.

You may decide you are not fit to sit for a wide range of reasons, including:

- that you have been ill in the run up to the assessment and have not been able to prepare adequately
- your ability to prepare adequately for the assessment because of pressures at work or caring responsibilities at home
- You did not apply in time for a reasonable adjustment, or your reasonable adjustment request was not granted and believe this could disadvantage you

If you do not think you are fit to sit the assessment, you should withdraw. You can do this at any point before you sign the onscreen non-disclosure agreement, when you are sitting at your workstation in the test room.

If you stay at your workstation after you have completed the non-disclosure agreement, you have declared yourself 'fit to sit' and can no longer withdraw from the assessment.

This means that we will not consider any reasons as grounds for an appeal that you would already have been aware of when you made your decision to sit the assessment.

For more information to help you decide if you are fit to sit, please read see the [June assessment web page](#).

What do I need to have with me before I leave for the test centre?

Make sure you bring with you to the test centre your:

- GPhC approved calculator for part one only
- identification documents
- bottle of water, if you want to be able to take a drink during the assessment. The water must be in a clear bottle.

What are the timings of the day?

Part one is a **2-hour exam** and will start for all candidates at **9:30am**, The standard sitting will finish at **11:30am**.

Part two is **2 hours 30 minutes** and will start for all candidates at **1:30pm**. The standard sitting will finish at **4:00pm**.

If you have been granted extra time, your finish time may be different from other candidates at your assessment centre.

Make sure you check your booking confirmation details in your Scheduler account and your confirmation email.

If you finish part one early, you will still be required to remain in the test room until the end of the allocated assessment time. Candidates are not allowed to leave the testing room within the last 30 minutes of the exam time unless it's for an emergency or to use the toilet.

You will be given a minimum of a one-hour break between part one and part two. You will be told by your invigilator when to report back to register for part two.

Registration for part two is usually **30 minutes before the exam start time**.

You are allowed to leave the test centre during the break, but you must make sure that you return in good time for registration and identity checks. If you are more than 15 minutes late, you will not be able to sit part two.

There will be a place to wait at the test centre if you want to stay there between the two papers.

When should I get to my BTL test centre?

Most BTL test centres will be open one hour before the start of part one. You can check the opening times for your test centre on your Scheduler account. You should **arrive 30 minutes before the start time** so that you can

register, put your belongings in designated area and use the toilets if you need to.

Plan your journey to your test centre ahead of time.

If you arrive more than 15 minutes after the start time for the exam, you will not be able to sit and you will be asked to leave the test centre.

If you are not able to sit because you are late, it is your responsibility to withdraw from the assessment, otherwise it will count as an attempt.

Provided you arrive within 15 minutes of the official start time of the paper, you will be given the full time to complete it but you will still be expected to start paper two at the original scheduled time.

Registering for the assessment at your test centre

As soon as you arrive, please go to the registration desk, sign in and follow the BTL registration process.

Make sure you sign in with the same signature as the one on the identity document you are using, as this will be checked to confirm your identity.

Identification checks

Identifications checks will be carried out before the assessment begins for both the morning and afternoon sittings.

You must bring one photographic identification document with you on assessment day.

This can be either:

- a valid passport, or
- a valid UK or European driving license photo-card (either full or provisional)

No other form of identification will be accepted on the day of the assessment.

You must check that your documentation is signed and will be valid on the sitting date before attending the assessment.

If the test centre staff feel that you do not resemble the photograph on your identification or that your signature does not match the one you gave when you signed in at the registration desk, you will **not** be able to sit the assessment.

If you are wearing a head covering that covers your head or face, you may be asked to remove it temporarily so that staff can complete identity checks.

Face masks and covid regulations

We encourage candidates to wear face masks to protect other candidates, test centre staff and themselves, while they are in the test centre. Candidates are allowed to wear a face covering for the entirety of the exam, if they want to do so, and test centres may ask that face coverings are worn in communal areas.

All centres closely follow government guidance, so make sure you are aware of this in the location where you are sitting your test. For example, candidates sitting in Northern Ireland should be aware that face coverings are strongly recommended in all indoor settings accessible to the public.

Calculators

Calculators are only permitted in part one of the assessment.

You will need a GPhC approved calculator to complete part one of the assessment. It is your responsibility to provide your own calculator and make sure that it is one of the GPhC approved models.

You are permitted to use the following approved calculators in part one of the registration assessment:

- 1: Sharp EL 240SAB



- 2: Catiga CD-8185



- 3: Rebell Panther 8 Desktop Calculator



- 4: Aurora HC133



When you enter the test room for the part one sitting you must show your approved calculator, and any spares you might want to use during the assessment to the invigilator, who will check that they are an approved model.

Unapproved calculator models are not permitted in the assessment room. You will be asked to put an unapproved calculator back with your belongings and you will not be allowed to use it.

Spare physical calculators will not be available on the day, but you will have access to an on-screen calculator for part one of the exam.

The lack of a calculator, or a malfunctioning calculator, cannot be used as grounds for nullification in accordance with regulation 6.5 of the registration assessment regulations.

If you do not bring the correct calculator with you, you have the option to either withdraw from the assessment or sit the assessment without a physical calculator and use the on-screen calculator only.

Items permitted at your workstation

Make sure you read the **permitted items list** so that you are aware of all the items permitted at your workstation.

You will be given several sheets of plain paper and a pen or pencil to use for any calculations and other notes. The paper and pen or pencil will be collected by the invigilator at the end of each paper. You are able to request additional sheets of paper during the assessment you need them.

BTL use standard pens in all test centres and if a pen runs out, you can ask the invigilator for another one.

Test centres will also provide noise cancelling headphones or earplugs, if you want to use them in case of noise disruptions in the test centre.

Sitting the assessment

To prepare yourself for sitting, please familiarise yourself with the **example questions and learning points**.

At the beginning of both parts of the exam you will be required to read the terms and conditions, and confirm you have read all the information and that you are fit to sit. If you do not confirm this, you will not be able to continue.

During the assessment you can use the functions such as the built-in highlighter and search functions in the SURPASS test system to help you answer the questions. Use the example questions and the question guide on the sitting page to familiarise yourself with the system and the functions available to you.

You should check regularly how much time you have remaining to complete the paper you are sitting. You will be able to see a timer on your screen. If you do not complete the answers to all questions before the time is up, you will no longer be able to submit any further answers or make any changes. Please be reassured that all submitted answers are saved throughout the exam, even if you do not submit your exam yourself at the end of the sitting.

Once you have reached the end of each paper, please read the on-screen instructions and listen to the invigilator carefully.

Technical or procedural issues during the sitting

If you experience any technical or procedural issues whilst sitting the paper, you must raise this with an invigilator immediately. The invigilator will firstly help you resolve the issue, and also provide you with an invigilator report number to confirm that we will be made aware of the issue(s) you have experienced. If you feel that your performance may have been adversely affected by the issue(s), **it is essential that you log the incidents with an invigilator and complete an incident report. You will then receive a report number** which you can refer to if you decide to request a nullification due to the issue.

Please read the section below, and our [guide about nullifications](#).

Withdrawing from the assessment

You can withdraw from the assessment if you have applied to enter but did not attempt the assessment.

You must tell us that you want to withdraw from the sitting, including if you do not turn up to the sitting or decide to withdraw on the day after reaching the test centre.

To withdraw, complete and submit a *Notification of Withdrawal form*, which is [available on the registration assessment sitting page](#) of the main GPhC website. Send your completed form to withdrawals@pharmacyregulation.org, by **Wednesday 6 July 2022** to formally withdraw from the assessment. We will confirm that we have received your withdrawal form.

For GPhC candidates, we will refund the exam entry fee of £182 to the card you paid with, usually within 28 days of the date of the assessment. We will not carry the entry fee forward to future sittings.

Pharmaceutical Society NI candidates will be refunded directly by the Pharmaceutical Society NI.

If you do not formally withdraw from the assessment, it will count as one of your assessment attempts and you will forfeit that sitting and the fee.

Nullifying your assessment attempt

If you attempted any part of the assessment, and experienced adverse circumstances during the sitting, you may wish to submit a request to nullify your attempt.

You must report any incidents that occur on the day to an invigilator at the time they happen, and you must ensure that they log an incident report and provide you with a report number. You must submit this report number as part of your nullification request.

You must request a nullification within five working days after the date of assessment, by

completing a form to request a nullification of a registration assessment sitting attempt and providing supporting evidence from an appropriate source explaining why you were adversely affected during the assessment.

The nullification form will be available from 29 June on [the assessment webpage](#).

Complete the form and then submit it with your evidence to regexam@pharmacyregulation.org by **Wednesday 6 July 2022** to have your nullification request assessed.

The Board of Assessors assess nullification requests as part of the post assessment process.

We will let you know the outcome of your request before we release assessment results.

Your assessment fee will not be refunded.

Publishing results for GPhC candidates

We will release your assessment results on the morning of **Friday 29 July 2022**, via myGPhC. You will receive a notification to check your myGPhC account via the communication preference you selected when you signed up to myGPhC. For example, if you have selected 'email' as your preference, you will be sent a notification on the morning of results day to the email address you have provided.

We will not issue any hard copy results by posted letter.

We will not give or confirm results by phone or email under any circumstances for information security reasons.

If you cannot access or view your results on myGPhC, please contact us on **0203 713 8000** or email regexam@pharmacyregulation.org. Please quote your name, foundation training number and date of birth.

PSNI candidates: for information about receiving your results, please [read the information on the Pharmaceutical Society NI website](#).

Registering as a pharmacist for GPhC candidates

If you are planning to join the register after you sit the June 2022 registration assessment, make sure you read the application guidance in [the **Registering as a pharmacist** section of the GPhC website](#). There is also a step-by-step guide to help you complete your application using myGPhC.

To apply, you will need to:

- fill in an online application form using myGPhC
- provide legally certified copies of your identity and qualification documents as scanned digital and hard copy versions
- organise for a registered pharmacist (usually your supervisor) to countersign your application

Make sure that your tutor or designated supervisor is aware they will need to access their myGPhC account once you have submitted your application to them, as they will receive your countersigning request through their myGPhC account (they may not receive an e-mail notification depending on their communication preferences).

Important: We add entries to the register on the first and fifteenth of the month. The earliest date you can join the register is **1 August 2022**, provided you have met the criteria for registration. We must receive your completed and correct online application and hard copy supporting documents by **4 July 2022** for it to be possible for you to join the register on **1 August 2022**.

While we will do our best to process applications promptly, we can't guarantee that you will be able to join the register on a given date.

If for any reason your application to join the register is not successful, for example because you fail the assessment at this sitting, you have not completed your training or there is an issue

with your fitness to practise, you will still be charged the application fee. Please take this into consideration before you submit your application. See the [application guidance](#) for more information.

Do not practise as a pharmacist until you have received your GPhC registration number, and your name appears on the online register. Your first-year fee payment receipt is not proof of your registration. Practising as a pharmacist while not on the register is breaking the law and you can be prosecuted.

Pharmaceutical Society NI candidates

For information about registration, please read the information on the [Pharmaceutical Society NI website](#).