

Sitting the November 2021 common registration assessment at a test centre

If you are sitting the assessment at a test centre in November 2021, make sure that you read this guidance carefully as it tells you what to expect on the assessment day. Read it along with the [common 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 not attend the test centre if:

- you have tested positive for COVID-19 within the previous 10 days
- you are part of a household required to isolate and do not fall within the current **exemption criteria**.
- you have been informed by track and trace to self-isolate

If you are not able to attend the test centre, for any of the reasons above, 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:

- the impact that the pandemic has had on your health and well-being
- your ability to prepare adequately for the assessment because of pressures at work or caring responsibilities at home
- that you have been ill in the run up to the assessment and have not been able to prepare adequately

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 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 our [**making a decision to sit the registration assessment guidance**](#) in section 5.6 of the pre-registration manual.

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 1 only
- identification documents
- a face mask (**check if this is a requirement of your test centre**)

If you want to take a drink during the assessment, you can bring a bottle of water with you. The water must be in a clear bottle which has your name written clearly on it.

What are the timings of the day?

Timings may vary between assessment test centres so that the assessment can run smoothly in each location, so **make sure to check the start time at your test centre.**

Be sure to double-check what time your assessment starts at on your Pearson VUE account. Don't rely on any other published sources - some test centres have specific opening hours for the assessment day.

Part one is a 2-hour and part two is 2 hours 30 minutes. Timings may differ if you have been granted an adjustment for extra time.

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

If you finish part 1 early, you will still be required to remain in the testing room

until the end of the allocated assessment duration.

You will be given a one- hour break between part one and part two and you will be told by your test administrator on the day when to report back for part two.

You will not be able to stay in the test centre during the lunch break as there are no waiting facilities there.

Make sure you arrive in good time in the morning and afternoon to allow time for registration and identity checks.

If you have been granted a reasonable adjustment, your start and finish times may be different from other candidates. **Make sure you check your start time in your Pearson VUE account.**

When should I get to my Pearson VUE test centre?

We suggest you arrive at your Pearson VUE test centre 15 minutes before your session starts. Please be sure to plan your journey to your test centre ahead of time. If you arrive more than 15 minutes after the start time, you will not be able to sit and you will be asked to leave the test centre. It is your responsibility to withdraw from the assessment, otherwise it will count as an attempt.

Some Pearson VUE test centres may only open 15 minutes before your appointment time. Please do not worry if you find your test centre is not open when you arrive; please just wait outside until the centre opens and the staff invite you inside. There will be enough time for you to register, put your belongings in a locker and use the toilets before you begin the assessment.

Provided you arrive within 15 minutes of the official start time, you will be given the full time to complete it but you will still be expected to start part two at the 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 Pearson VUE registration process.**

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

For more information about the registration process, read the information on your Pearson VUE account.

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 that provided 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 our identity checks can be completed.

Face masks

Candidates sitting in England:

Unless mandatory, we would ask all candidates in England to wear face masks to protect other candidates, Pearson VUE staff and themselves. Pearson VUE are also strongly recommending all candidates should wear face masks and have confirmed that their staff will continue to do so.

Please bring and wear your own face mask while you're at the test centre and throughout your assessment.

Candidates sitting in Scotland, Wales, Northern Ireland and overseas:

In Scotland, Wales and Northern Ireland, wearing a face mask continues to be required by law while inside Pearson test centres.

All candidates sitting overseas must also wear face masks inside test centres.

Calculators

Important: calculators are only permitted in part one of the assessment.

You will need a GPhC approved calculator in order 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:

- **Casio MX-8S-WE** (This model is now discontinued but is still permitted in the assessment)



- **Casio MX 8B-WE / MX 8B** (in black or white)



- **Aurora HC133**



- **Aurora DT210**



When you enter the test room for the part one sitting, you must put your approved calculator and any spares you want to use on your desk, ready for an invigilator to check.

Spare calculators will not be available on the day.

Unapproved calculator models are not permitted in the assessment room.

Before the start of part one, invigilators will check that all calculators are approved models.

If you have an unapproved model of calculator, you will be asked to put it back with your belongings and you will not be allowed to use it.

Pearson VUE will not provide you with an approved calculator if you do not bring one yourself.

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 calculator.**

Items permitted at your workstation

Make sure you **check the Pearson VUE comfort aid list** so that you are aware of all the items permitted at your workstation.

You will be given a wipeable notepad and pen to use for any calculations and other notes. The notepad and pen will be collected by the invigilator at the end of each part of the assessment. You can request additional notepads you need to.

Pearson VUE use standard pens in all test centres and if a pen runs out, you can ask the invigilator for another one. Pearson advise you to cover the pen when not using it, so it does not dry out.

Earphones or headphones will be provided in test centres for candidate to use them to avoid any noise disruptions.

Access to water during the assessment

Water must be in a clear bottle, which has your name written clearly on it. The bottle must be on the designated table just outside of the test room. You will be able to place it there as you enter the test room.

If you need a drink during the sitting, you must raise your hand. A Test Administrator (TA) will then lock your computer and you will be permitted to walk to the designated table outside the test room and collect your bottle.

If you have not supplied your own bottle, you may ask the TA for a cup of water- they will then get one for you. When you have finished taking

a drink, you will return to your desk, and the TA will unlock your computer. The clock remains running throughout your drink break.

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 assessment, you will be required to read a non-disclosure agreement and confirm you have read all the information and you are fit to sit. If you do not accept this option, the system will terminate your assessment session and you will not be able to continue.

During the assessment you can use the built-in highlighter and search function on your screen. In the test centre, there is a magnifying glass to access the search function. Ctrl F will not work to search resources.

Once you have finished part one, read the instructions carefully on the screen to enter into the break as if you do not click 'next', your assessment will be revoked.

Technical or procedural issues during the sitting

If you experience any technical or procedural issues whilst sitting the assessment, you must raise this with a TA immediately. The TA will firstly help you resolve the issue, and provide you with a case 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 a TA and that make sure that you receive a case reference number.**

You may also want to consider requesting a nullification. 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 withdraw on the day.

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 Tuesday 23 November 2021 to formally withdraw from the assessment. We will confirm that we have received your withdrawal form.

We will refund the assessment entry fee of £182 to the card you paid with, usually within 28 days of the date of the assessment. (Pharmaceutical Society NI candidates will be refunded separately). We will not carry the entry fee forward to future sittings.

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 want to submit a request to nullify your attempt.

You must **report any incidents that occur on the day to a Test Administrator, and make sure that they log a case report and provide you with a case reference number**. You must submit this case reference as part of your nullification request.

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

You must complete an application form to request a nullification of a registration assessment sitting attempt and provide supporting evidence from an appropriate source

explaining why you were adversely affected during the assessment.

The nullification form will be available from 16 November on **the registration assessment sitting page**.

Complete the form and then submit it with your evidence to **regexam@pharmacyregulation.org** by **Tuesday 23 November 2021**, to have your nullification request assessed.

Your assessment fee will not be refunded.

PSNI candidates: for information about receiving your results and next steps to registration, please see the relevant information provided by the PSNI.

Publishing results for GPhC candidates

We will release your assessment results on the morning of **Friday 17 December**. Your result letter will be issued 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 can't access or view your results on myGPhC, please contact us on **0203 713 8000** or email **regexam@pharmacyregulation.org**. Please quote your name, pre-registration number and date of birth.

Registering as a pharmacist for GPhC candidates

If you are planning to join the register after you sit the November 2021 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 tutor) to countersign your application

Make sure that your tutor has signed up to myGPhC and is available when you want to submit your application to them, as they will receive your countersigning request through their myGPhC account.

If you are provisionally registered, we will contact you about the closure of the register and moving to the main register.

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 January 2021**, provided you have met the criteria for registration. We must receive your completed and correct online application and hard copy supporting documents by **2nd November 2021** for it to be possible for you to join the register on **1 January 2021**.

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.