

Sitting the November 2021 common registration assessment remotely

If you have been approved to sit the November assessment in 2021 remotely, make sure that you read this guidance carefully as it tells you what to expect on the assessment day. Read it along with the both the [common registration assessment regulations](#) and [the appendix for candidates sitting remotely with online proctoring in November 2021](#) to make sure that you understand what your responsibilities are as a prospective candidate.

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Requirements for candidates sitting remotely

If you are sitting remotely, make sure that you:

- arrange your own computer and internet connection
- have IT equipment that meets the **required specification** to sit the assessment
- have a mobile phone available to communicate with the Pearson OnVUE proctor only
- provide a whiteboard, non-permanent pen and an eraser (or tissues)
- are aware that you **will be monitored by** a Pearson OnVUE proctor via your computer webcam and microphone throughout your assessment
- sit in your assessment room alone. No-one else may enter once you are connected to Pearson OnVUE or at any point during the assessment, and you will not be able to leave your room at any time during the assessment sitting

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 online non-disclosure agreement, when you are sitting at your workstation in your assessment 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.

You will be asked to complete a set of system checks before the assessment day, but these do not guarantee that you will not experience bandwidth issues or other connection problems on the day.

These issues are all outside the control of either Pearson VUE or the GPhC, and may mean that you cannot start or complete the assessment. There is very limited scope to rearrange another time slot for you to sit if you experience issues, due to the requirement for you to sit at the same time as other candidates.

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.

Risks of sitting remotely

It is very important to stress the potential challenges you may face when sitting remotely. A significant number (up to 1 in 10) of remote sitters have been known to encounter problems with maintaining suitable testing conditions throughout the full assessment time. These include a quiet environment without interruptions, local connection issues due to the reliability of technology and internet bandwidth fluctuations, and sitting during unsociable hours.

These issues are all outside the control of either Pearson VUE or the GPhC, and may mean that you cannot start or complete the assessment. There is very limited scope to rearrange another time slot for you to sit if you experience issues, due to the requirement for you to sit at the same time as other candidates.

Important : A strong internet signal is required at all times for your assessment sitting, and local internet bandwidth in particular can fluctuate throughout the day, resulting in the real risk that you may not be able to start or complete your assessment.

Neither Pearson VUE or GPhC have any control over the issues above, and take no responsibility for any technology or connectivity failures that may result in you failing to complete your assessment.

By choosing this option, you accept full responsibility for your equipment and technology, including connectivity to the Pearson VUE system.

What do I need to have with me before connecting to Pearson OnVUE?

You will not be able to leave and no-one else may enter your room once you are connected to Pearson OnVUE, so you must make sure before you start the assessment that you have with you in your assessment room:

- a GPhC approved calculator (for part one only)
- your identification documents
- whiteboard, non-permanent erasable pen and an eraser (or tissues)
- a mobile phone (please see conditions below)

If you want to take a drink during the assessment, you can have water with you in a **colourless, transparent cup**.

What are the timings of the day?

You will be notified of the scheduled time of your online assessment via your Pearson VUE account. If you have been granted a reasonable adjustment, your start and finish times may be different from other candidates.

Be sure to check your specific start time and any instructions you have been given in your Pearson VUE account.

You will be given a break between part one and part two and timings will be confirmed to you.

To start your assessment, **you must be present and logged in within 30 minutes of the start time allocated to you in your Pearson VUE letter.**

You will not be permitted to attempt the assessment if you connect to Pearson OnVUE any later than 30 minutes after your scheduled start time.

If you log on up to 30 minutes after your allocated start time, you will be given the fulltime allowance to complete the paper.

Part one is 2 hours and part two is 2 hours 30 minutes. Assessment timings may differ if you have been granted an adjustment for extra time.

You must ensure you regularly check 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. Please be reassured that all submitted questions are saved throughout the assessment, even if you do not terminate your assessment yourself at the end of the sitting.

Registering to start your assessment sitting

To prepare for your sitting, you must complete **Pearson's OnVUE Set up and Check-In process.**

This will include taking photos of your government-issued ID and your assessment room, as well as a headshot for security purposes. You can find out more about the registration process, via your Pearson VUE account. **Make sure you are familiar with the process and all of the requirements.**

Identification checks

Identifications checks will be carried out before the assessment begins.

You must provide one photographic identification document on the 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 person carrying out the ID check feels that you do not resemble the photograph on your identification 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.

Calculators

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

You will need a GPhC approved calculator in order to complete **part 1** 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 your assessment room for the part one sitting, you must put your approved calculator and any spares you want to use on your desk, ready for the online proctor to check.

Unapproved calculator models are not permitted in the assessment room.

Before the start of the part one, the online proctor will check all calculators are approved models.

If you have an unapproved model of calculator, you will be asked to remove it from your assessment room and you will not be allowed to use it.

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.

The proctor will check the items that you have with you in the assessment room before the start of the sitting.

You must provide a wipeable whiteboard (maximum A3 size) and non-permanent pen to use for any calculations and other notes. The whiteboard must be wiped clean at the end of each part of the assessment and then shown to the proctor when you are asked to do so.

Access to water during the assessment

If you need a drink during the sitting, you may drink water from a colourless, transparent cup. The clock remains running throughout your drink break.

Access to a mobile phone

You must have access to a mobile phone with a working camera during the assessment. This must only be used for:

- providing an online sweep of the assessment room as instructed by the online proctor
- speaking with the online proctor during the assessment, if necessary

Proctoring your assessment

Be aware that a proctor will be monitoring you online through your computer, camera and microphone at all times throughout the duration of each assessment. This includes monitoring for any suspicious movements or activity, including tracking your eye movements, and evidence that unpermitted items, reference material or other people may be in your room.

Your proctor will message you if they have any concerns about your actions and may ask you

for an additional sweep of your room at any time during your assessment.

Your testing space must be in a well-lit room. Proctors must be able to see you and your testing space well. Pearson VUE recommend not to sit in front of a window or other strong light. You may wish to consider drawing your curtains/blinds or turning off lights behind you.

Proctors will not let you continue your assessment if there are any noise disruptions in your testing space. This includes you not speaking out loud.

Technical or procedural issues during the sitting

If you experience any technical or procedural issues whilst sitting the assessment, you must raise this with your Online Proctor immediately. They will firstly help you resolve the issue and also provide you with a case report number to confirm that we will be made aware of the issues experienced.

If you feel that your performance may have been adversely affected by these issues, **it is essential that you log all incidents with your online proctor.** You must **make sure that you receive a case reference number** for them.

If you feel that an issue adversely affected your performance, you may want to consider requesting a nullification. Please read our **guide about nullifications.**

You can also contact the GPhC contact centre on **0203 713 8000** if you are unable to resolve the technical issue, and we will try and help you. **Please provide your case report number if you have one.**

If you were unable to start the assessment due to a technical issue, you must send in a withdrawal form. Please read the section below about withdrawing from the assessment.

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 decide not to start or are unable to connect to the sitting on the day.

To withdraw, complete and submit *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 your online proctor, 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 17th December**. GPhC candidates result's 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 cannot access or view your results on myGPhC, please contact us on **0203 713 8000** or email regxam@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 **2 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.