

# Sitting the November 2023 common registration assessment

If you are sitting the assessment in November 2023, please ensure that you read this guidance thoroughly as it outlines what to expect on the assessment day.

Please refer to the [registration assessment regulations](#) and make sure that you understand what your responsibilities are as a prospective candidate.

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## 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:

- You have been ill in the run up to the assessment and have not been able to prepare adequately.
- You are unable 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 be a disadvantage to 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.

Thereafter, we will not consider any reasons as grounds for an appeal, which you would already have been aware of when you made your decision to sit the assessment. At this point the nullification process may be your next option.

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

## What do I need to do to prepare myself for the assessment?

To prepare yourself for the sitting, please familiarise yourself with the [example questions and learning points](#).

Make sure you have familiarised yourself with the surpass system functionality. We won't consider appeals based on a lack of knowledge of how to use the assessment system.

If you have a specific need or facility you require in your test centre, other than a reasonable adjustment, you must contact [regexam@pharmacyregulation.org](mailto:regexam@pharmacyregulation.org) by **Friday 13 October 2023** to ensure the test centre can reasonably support your request. While we will do our best to accommodate any requests, we cannot guarantee that we will be able to do so.

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

You will be required to bring the following items to the test centre with you:

- GPhC approved calculator for **part one only**
- Identification documents
- Water – **This must be in a transparent bottle**

Please refer to the [permitted items list](#) for more information on what you may have access to during the assessment.

## What are the timings of the day?

**Part one** is a **2-hour exam** and will start for all candidates at **10:00am**. The standard sitting will finish at **12:00pm**.

**Part two** is **2 hours 30 minutes** and will start for all candidates at **2:15pm**. The standard sitting will finish at **4:45pm**.

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

**Make sure you check your booking confirmation details in your Scheduler account (test centre booking portal) and your final email you receive.**

### Morning session – part one

<b>9:00</b>	Morning registration opens
<b>9.30</b>	Assessment room(s) opens
<b>9.50</b>	Pre-assessment announcements made
<b>10.00</b>	Part one commences
<b>10.15</b>	Last point latecomers can arrive
<b>12.00</b>	Part one ends

### Break for lunch

### Afternoon session – part two

<b>13.15</b>	Afternoon registration opens
<b>13.30</b>	Assessment room(s) opens
<b>14:05</b>	Pre-assessment announcements made
<b>14.15</b>	Part two commences
<b>14.30</b>	Last point latecomers can arrive
<b>16.45</b>	Part two ends

## When should I get to my test centre?

**Test centres will be open from 9:00am**, one hour before the start of part one. You must **arrive at least 30 minutes before the start time** so that you can register, put your belongings in the designated area and use the toilets if you need to.

Plan your journey to your test centre ahead of time. Please be aware that parking availability will vary across the test centres.

**If you arrive at the test centre 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 for part one, you will be given the full time to complete it. However, you will still be expected to start part two at the original scheduled time.

## **When can I leave the test room and when do I need to come back?**

If you finish either part early, you 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.**

Registration for part two can start between 1 hour to 30 minutes before the exam start time. **Check the time you need to return to register for part two with the invigilators.**

**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.**

Some test centres have a waiting area. If you arrive early and there is a suitable place to wait, you may do so while registration takes place, and between the two parts of the assessment.

If there is no suitable space, the test centre staff may give you the option to come back later to register.

## **How do I register for the assessment at my test centre?**

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

The registration process and timings will vary between test centres, as they have different layouts, and numbers of candidates. The invigilators will be able answer any questions you may have about what to do to register.

## **What identification must I bring?**

Identifications checks will be carried out before the assessment begins for both the morning and afternoon sittings. You will need to place your ID on your desk in the test centre, as an additional check will also be made at your desk during the assessment.

**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)

**Your first name and last name on your ID must match the names we have on our records.**

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

**If you do not have any of these identification documents, you must email [regexam@pharmacyregulation.org](mailto:regexam@pharmacyregulation.org) by Friday 13 October.**

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

## **Which calculators can I use for part one?**

**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**. There are some models which are no longer available to buy, but are still approved to use. They are marked with an asterisk below.

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**



**5. Casio MX-8S-WE\***



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



**7. Aurora DT210\***



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

**Unapproved calculator models are not permitted in the assessment room.**

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

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.**

**What items are permitted at my 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 nine sheets of plain paper and a pen to use for any calculations and other notes during the assessment. The paper and pen will be collected by the invigilator at the end of

each part. You may request additional sheets of paper during the assessment if necessary.

Surpass 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 required.

If you do bring any items from the permitted items list, these will be inspected by invigilators when you arrive.

## What happens during the assessment sitting?

Once you have completed registration and stored your belongings in a safe place, you will wait until the invigilators instruct you to move into the exam room. You must remain in exam conditions from this point and until you finish your exam. All candidates will have an allocated seat.

**It is important that you do not start writing notes until the timer has started. If you do this, it could be considered misconduct.**

### Sharing questions

The questions used in the assessment are GPhC copyright. We want to remind candidates that sharing question content and answers with any individual or group in any forum, including on social media, is against the assessment regulations. If we have evidence that this has taken place, this could result in a finding of misconduct, and your assessment results may be withheld.

This includes making notes of questions during the exam and then removing the notes from the test centre, including if you have written them on your person.

If you are asked or encouraged to share questions, please remember that this is not permitted and if you feel pressured to do so, please get in touch on [regexam@pharmacyregulation.org](mailto:regexam@pharmacyregulation.org).

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 in the Surpass test system to help you answer the questions, such as **the search, and the highlighter**. 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 part 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.

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

**Please be mindful of other candidates who may still be sitting the exam after you have finished, including those who have an additional time adjustment. You must leave the assessment room in silence and should remain in exam conditions until you are far enough away from the assessment room that you won't disrupt others still sitting.**

## How are my answers saved and submitted?

The assessment content is preloaded on to your workstation computer before the assessment begins. This means it's not necessary to have an internet connection during the assessment.

Your submitted answers are saved on your workstation computer every few seconds throughout the assessment.

When you are prompted to submit your answers at the end of a part, this will

upload your answers from your workstation to the Surpass system.

If you do not have an internet connection at this time and are unable to submit your answers at the end of your sitting, or you don't see a confirmation that this has taken place, do not worry - we can see this and make sure your answers are uploaded as soon as the connection returns.

We have robust system checks in place to make sure that we receive all answers from all candidates in the Surpass system and that no results files are lost.

## What should I do if I experience a technical or procedural issue during the sitting?

This is a computer-based assessment and there is chance that you will experience minor technical issues during the assessment, but this should not significantly disadvantage you.

If you do experience any technical or procedural issues, **you must raise this with an invigilator immediately.**

The invigilator will firstly help you **resolve the issue** and then provide you with an **invigilator report number** to confirm that we will be made aware of the issue(s) you have experienced.

If an invigilator is unable to resolve the issue, they will contact the Surpass helpdesk who will resolve the matter. We will also be notified about the incident too.

Be prepared for invigilators to resolve technical issues by restarting the Surpass system on your computer, moving you to another workstation or changing your equipment, for example. These types of scenarios are unlikely to be grounds for appeal.

We appreciate if an incident occurs it may be stressful. After the assessment, you can contact us if you have any follow up questions or concerns.

If you do feel that your performance may have been adversely affected by the issue and decide to request a nullification, **you can reference the**

**report number provided by an invigilator** when you completed your incident report form.

Please read the section below, and our **[guide to withdrawal and nullification.](#)**

## 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](mailto:withdrawals@pharmacyregulation.org)**, by **5pm on Thursday 9 November 2023** 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 consider submitting a request to nullify your attempt.**

**You must report any incidents that occur on the day to an invigilator and make sure you receive 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 nullification request form and providing supporting evidence from an appropriate source explaining why you were adversely affected during the assessment.

The nullification form will be available from 2 November on [the assessment webpage](#).

Complete the form and submit it with your evidence to [regexam@pharmacyregulation.org](mailto:regexam@pharmacyregulation.org) by **5pm on Thursday 9 November 2023** 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 the assessment results.

Your assessment fee will not be refunded.

## I'm a GPhC candidate. How and when will I receive my results?

We will release your assessment results on the morning of **Tuesday 5 December 2023**, 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, and 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](mailto:regexam@pharmacyregulation.org). Please quote your name, foundation training number and date of birth.

## How do I register as a GPhC candidate?

If you are planning to join the GPhC register after you sit the November 2023 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 designated supervisor is aware they will need to access their myGPhC account. Once you have submitted your application to them, they will receive your countersigning request through their myGPhC account (they may not receive an e-mail notification depending on their communication preferences).

### Results and registration for Pharmaceutical Society NI candidates

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

**Important:** We add entries to the register on the first and fifteenth of the month. The earliest date you can join the register **Friday 15 December 2023**, provided you have met the criteria for registration. We must receive your completed and correct online application and hard copy supporting documents by **Friday 17 November** for it to be possible for you to join the register on **15 December**. Following that, joining of the register will occur on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

**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, you will still be charged the application fee.

You will not be successful to join the register if:

- you fail the assessment at this sitting
- you have not completed your training
- there is an issue with your fitness to practise.

Please take the above 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.**

## Help and support

We understand that the assessment period can be stressful. As well as your supervisor and your colleagues, there are organisations that can help you:

- The [British Pharmaceutical Students Association \(BPSA\)](#) supports foundation trainees and provisional registrants through their graduate office.
- [Pharmacist Support](#) is the pharmacist profession's independent charity. [Find out how they can help you on their dedicated registration assessment web page.](#)
- The [Royal Pharmaceutical Society](#) offers support for you during your training.
- [Health Education and Improvement Wales](#), [NHS Education for Scotland](#), and [Health Education England](#) all provide resources and learning support for trainees.

See the [Useful sources of help and information](#) section at the end of the foundation training manual for more information about where to find support.