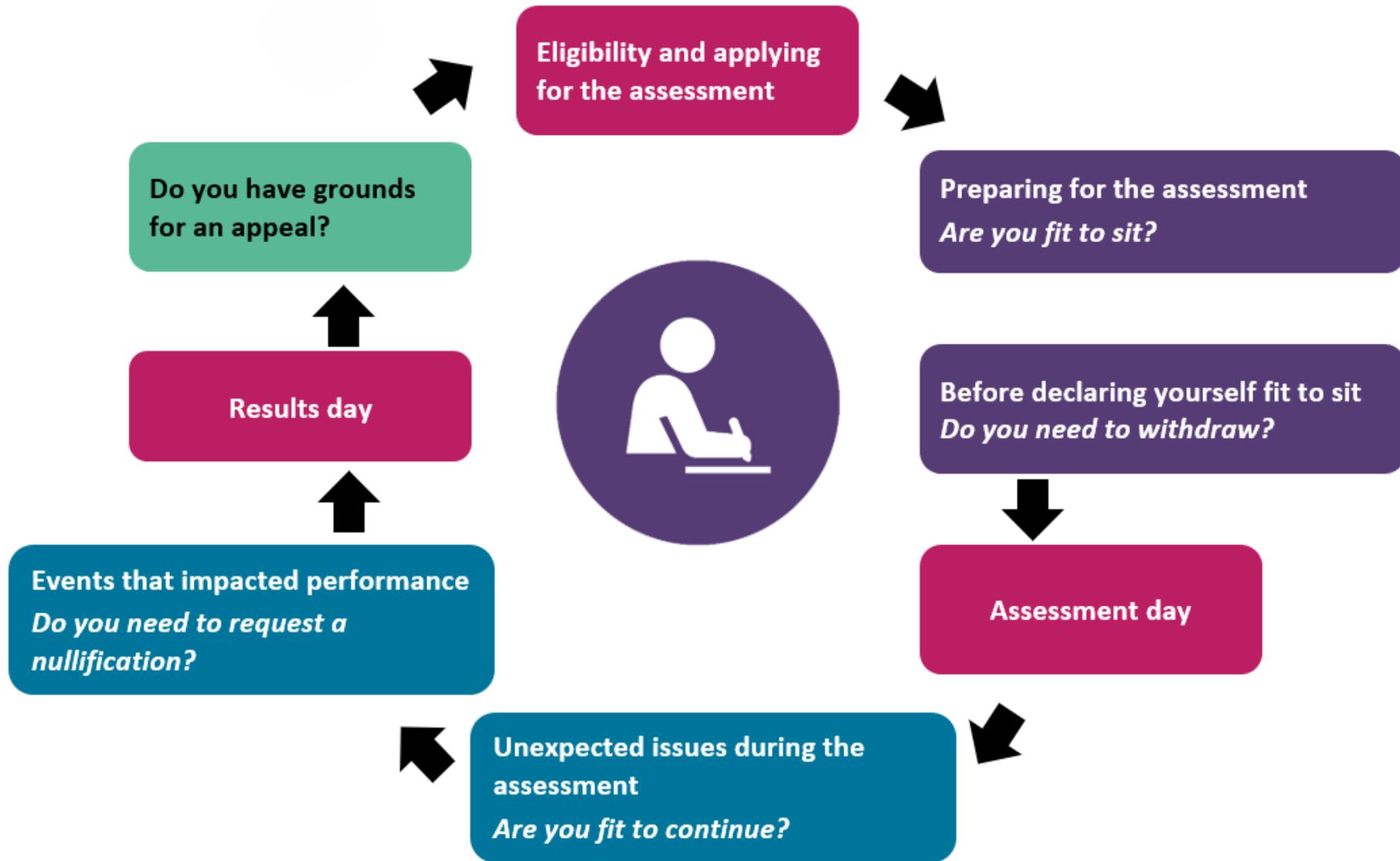


# What's the difference between a withdrawal, nullification, and an appeal?

Figure 1: The assessment cycle



## Preparing for the assessment

### *Are you fit to sit?*

#### What is 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, but not limited to:

- You are ill on the day of the assessment or 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 you believe this could be a disadvantage to you.

#### Up until what point can I decide to withdraw because I am not fit to sit?

- You can do this at any point before you start the assessment and sign the onscreen fit to sit confirmation, when you are sitting at your workstation in the test room on the day of the assessment.
- An illness or a situation known to you on or before the day of an assessment cannot be used as grounds to request a nullification, or evidence for an appeal. You need to decide before you start the assessment whether you are fit to sit considering all factors known to you at that time.

#### What if I complete the fit to sit confirmation at my workstation?

If you stay at your workstation after you have declared yourself 'fit to sit', you can no longer withdraw from the assessment.

## Before declaring yourself fit to sit *Do you need to withdraw?*

If you do not think you are fit to sit the assessment, you should withdraw.

### Can I withdraw from the assessment?

You can withdraw if:

- you have applied to sit the assessment but did not attempt the assessment
- you do not go beyond the point at which you declare yourself fit to sit and start the assessment

### Do I need to notify you if I want to withdraw?

You do not need to formally notify us of your decision to withdraw. After the assessment, Surpass will provide us with a list of candidates who did not sit the assessment, which we will use to update our records.

### Will I get a refund?

You will not receive a refund of the registration assessment fee if you do not sit.

### Will I lose a sitting if I do not sit?

You will not lose a sitting if you do not sit and decide to withdraw. Therefore, it will not count towards one of your three attempts.

## Unexpected issues during the assessment

### *Are you fit to continue?*

If your fit to sit status changes during either part of the assessment, you must make an informed decision if you are fit to continue.

### How may my fit to sit status changed?

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

- You started to feel unwell after you declared yourself fit to sit and started the assessment.
- You experienced a significant technical issue whilst sitting the assessment.
- A significant incident occurred in the test centre which impacted your performance.

### Can an invigilator help me decide if I am fit to continue?

Invigilators are not able to advise on or make a decision for you about whether you are fit to continue.

Invigilators are only there to invigilate the assessment and to support you with resolving any issues that may arise during the assessment.

### What shall I do if my fit to sit status changes during the assessment?

At any point during the assessment, if you feel your fit to sit status has changed and you can't continue, you must inform the invigilator immediately, so the situation can be logged, and an incident report form completed. You can then leave the test centre.

### If I attempted part of the assessment, can I still pass?

It is important to remember you must sit and meet the passing standard for both parts of the assessment to receive a pass mark.

## Events that impacted performance

### *Do you need to request a nullification?*

If you attempted any part of the assessment, and you are taken ill or an unexpected situation happens during the sitting that impacts your performance, you may consider requesting to nullify your attempt.

### When could I submit a request to nullify an attempt?

If you attempted any part of the assessment, and you are taken ill or experienced adverse circumstances during the sitting that impacted your performance.

### Who will make the decision on my request?

The Board of Assessors review and make decisions nullification requests as part of the post-assessment process.

### How will an invigilator help me if an incident happens, and I want to request a nullification?

You must make the invigilator aware of any incidents that happen on the day, and you will receive an incident report number. The incident report number must be written in your nullification request. If you do not follow this process, it may impact the outcome of your request.

### When, and how, can I submit a nullification request?

Requests to nullify must be submitted within five working days after the date of assessment to **regexam@pharmacyregulation.org**. Please provide suitable evidence to support your request (medical evidence if you were taken ill, for example). Nullification requests received after the deadline will not be considered.

### How will you let me know of the outcome?

You will be informed of the outcome of your request before the results for that sitting are released.

If your nullification request is upheld by the Board of Assessors, your assessment will not be considered by the board and you will not receive any assessment results, but your assessment attempt will not count towards your three attempts to pass the assessment.

Your assessment fee will not be refunded.

## Do you have grounds for an appeal?

Appeals can only be submitted if you have received a failed result, and you have sufficient grounds to appeal.

### What are the grounds for an appeal?

An appeal will only be considered if:

- new information or circumstances have come to light since you sat the assessment that you were not aware of at the time.
- a registration assessment procedure was not correctly applied by the GPhC which affected your performance on the day, as set out in the registration assessment regulations.

### When can I submit an appeal?

We will only accept your appeal request once you have received your results.

### How can I submit an appeal request?

All appeals must be sent to [regexam@pharmacyregulation.org](mailto:regexam@pharmacyregulation.org) before the deadline.

You must fully complete the appeal form and must supply appropriate evidence to support your case for (from a medical professional if you suffered from a medical condition on the day, for example).

### When is the deadline?

The deadline to appeal for each sitting is three weeks after results day and can be found on the key dates page.

### What are the possible outcomes?

The possible outcomes are:

- Upheld - the registrar/panel will approve to nullify your assessment result, where that assessment will not count as one of your available attempts. Your assessment fee will not be refunded.
- Rejected - you appeal will not be considered if you were aware of your condition or circumstances at the time and could have requested a nullification or you could have withdrawn from the assessment.