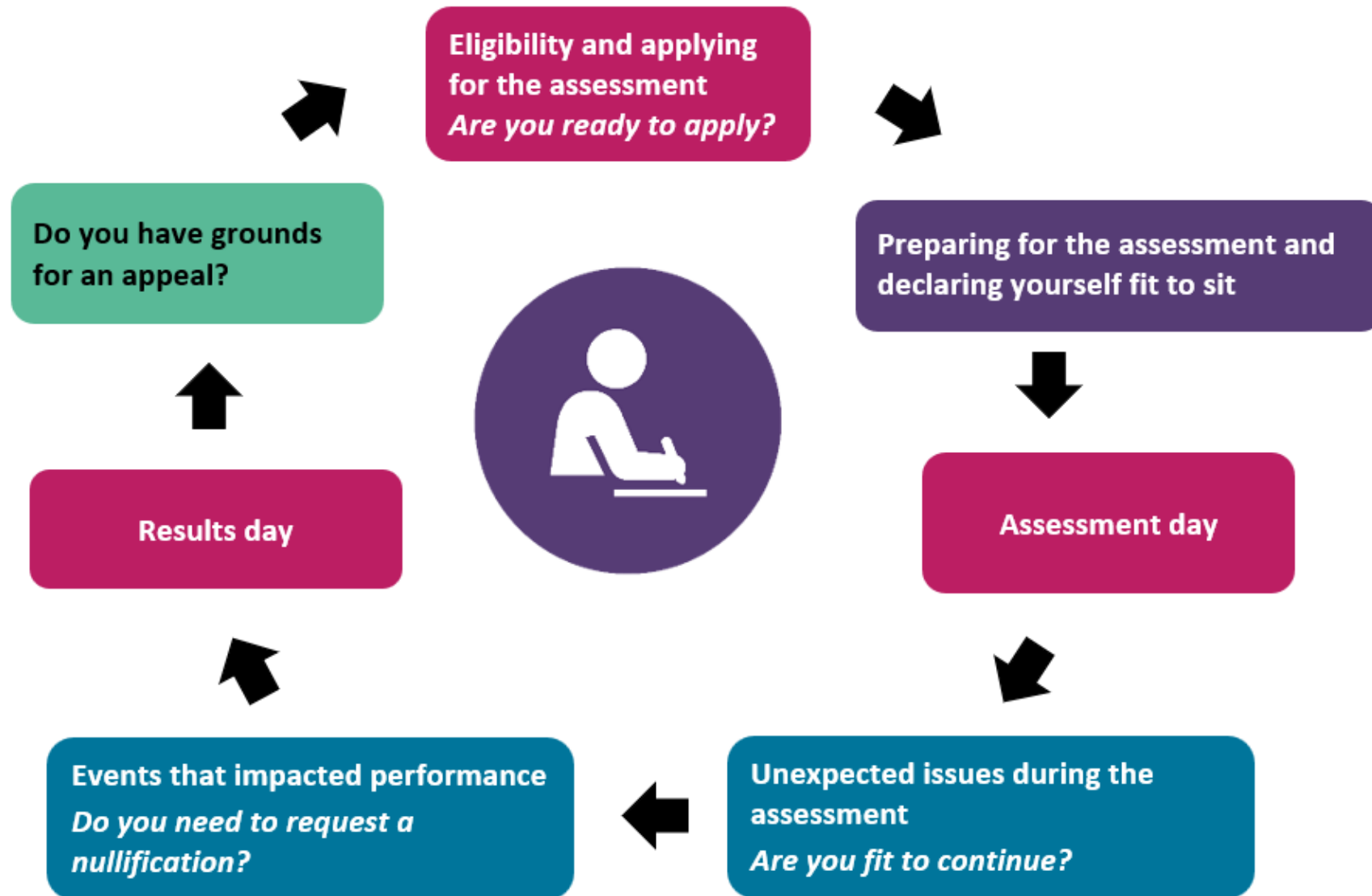


Withdrawal, nullification, and an appeals guide

Figure 1: When to consider a withdrawal, nullification or appeal



Eligibility and applying for the assessment

Are you ready to apply?

What does ready to apply mean?

It means you have made an informed decision and are confident based on your progress, preparation and health and wellbeing to take the upcoming Common Registration Assessment.

What shall I consider before I apply?

It is very important you consider your readiness to sit before you apply and pay the non-refundable assessment fee. Key factors you should take into consideration include:

- your progress in foundation training
- achievements of your learning outcomes
- your understanding of the assessment framework and specification
- your familiarity of the format of the assessment
- if you have submitted a reasonable adjustment request in good time
- your remaining assessment attempts and registration deadline
- your health and wellbeing

What is the declaration for readiness to apply?

When applying, you will be asked to declare if you are ready to apply. This will be your decision to make, and we are unable to assist you in making that decision. It is important your decision is based on your judgement and circumstances.

What are my next steps as I am not ready to apply?

You should start preparing for the next available sitting you are eligible for.

What if I apply and then decide not to sit whilst the application window is open?

You will not receive a refund of your assessment fee. Should you wish to sit a future sitting, this fee will not be transferred to future sittings. Therefore, it is important you only apply having considered the relevant information.

Preparing for the assessment and declaring yourself fit to sit

What is fit to sit?

It is very important that you only sit the assessment if you are fit to do so. Being 'fit to sit' means that you are not aware 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 during the lead up or on assessment day and have not been able to prepare adequately.
- You have been unable to prepare adequately for the assessment because of pressures at work or caring responsibilities at home.
- You did not apply for a reasonable adjustment, or your reasonable adjustment request was not granted, and you believe this could be a disadvantage to you.

What's the latest point can I decide to withdraw?

You can do this at any point before you start the assessment and sign the onscreen fit to sit confirmation when sitting at your workstation in the test room on the day of the assessment.

An illness or circumstance 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.

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 trainees 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 assessment application fee if you do not sit.

For any future applications, you will need to pay the assessment application fee again.

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 cannot advise on or decide for you if 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 your 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.

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. They will complete an incident report form, 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 two working days after the date of assessment to regexam@pharmacyregulation.org.

In addition to your incident report number, you must provide suitable evidence to support your request (for example, medical evidence if you were taken ill). Nullifications 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, your assessment will not be considered by the Board of Assessors, and you will not receive any assessment results. 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
- an assessment procedure was not correctly applied by the GPhC which affected your performance on the day, as set out in the Common 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 before the deadline.

You **must**:

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

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 panel will give the following possible outcomes are:

- Upheld - your assessment result will be nullified and will not count as one of your available attempts. Your assessment fee will not be refunded.
- Rejected – your results outcome still stands. Your appeal will not be considered if you were aware of your condition or circumstances at the time and you could have requested a nullification or withdrawn from the assessment.