

Guidance for unsuccessful candidates in the November 2023 Common Registration Assessment

About this document

We realise that not passing this sitting of the registration assessment will be very disappointing for you and that you may need some time to reflect before you decide on your next steps.

This document gives you information and guidance which you may find useful if you have been unsuccessful in the registration assessment.

Candidate Results

You will receive the outcome of the sitting via email, informing you of your registration assessment results. It will tell you:

- the pass mark for part 1 and part 2 of your sitting of the assessment, and
- the marks you achieved in part 1 and part 2 of your sitting.

To pass the registration assessment, you must achieve the pass mark in both parts in one sitting.

We will not issue any hard copy results by posted letter.

How We Award Marks

Each sitting of the registration assessment has two parts.

There are 40 calculation questions in the part one paper and 120 questions (90 single-best-answer questions and 30 extended-matching questions) in the part two paper.

The Board of Assessors may remove questions after the assessment – for example, because of a recent change in guidance or legislation. This means that the total marks available for a part may be less than 40 for the part one paper, and less than 120 for part two. If questions are removed, the pass mark for that part is adjusted accordingly.

Marking Individual Answers

Each correct answer is awarded one mark and each incorrect answer is awarded zero marks.

We do not use negative marking – that is, marks are not taken away for incorrect answers.

Marking Each Part of the Assessment

The marks for correct part one answers are added together to provide your part one mark, and the marks for correct part two answers are added together to provide your part two mark.

Passing the Assessment

Each part of the assessment has a separate pass mark. This may vary between sittings depending on the difficulty of the questions in that sitting. This variable pass mark means that the standard required to pass is kept the same for different sittings.

To pass the registration assessment you must:

- achieve the pass mark or greater in part one; and
- achieve the pass mark or greater in part two.

Marks cannot be compensated between parts – high achievement in one part does not balance out lower achievement in another part. Marks cannot be transferred between sittings.

Quality Assurance of Candidates' Marks

There are processes in place for checking of candidates' answers and the marks awarded. We are confident that these are robust, and that answers have been recorded and interpreted accurately, so we do not offer re-marking. Results are final and we will not carry out any further review of individual marks.

You can **find out more about how answers are marked and how results are awarded** on the [Assuring the registration assessment page](#) of the GPhC website.

Appealing Your Assessment Result

Your right to appeal against an unsuccessful result is explained in [section 10 of the registration assessment regulations](#).

Grounds for Appeal

We will consider an appeal request if it meets either:

1. Procedural grounds. This is when you feel that a registration assessment procedure was not correctly applied.
2. If there were exceptional circumstances, unique to you, that may have affected your performance during a sitting, but that you did not know about, and could not have known about, before or during the sitting.

Appeals and Nullifications

Important: you cannot appeal against an unsuccessful result if you could have asked for your assessment attempt to be 'nullified' for the same reason.

Under [section 6 of the registration assessment regulations](#), you can ask for an attempt to be considered for a nullification if, for example, you become ill during an assessment sitting. In effect, this means the sitting is treated as if it had never happened, and it does not count towards your number of available attempts at the assessment. If you do appeal in this situation, the GPhC will refuse your appeal. You can submit an appeal if you have asked for your assessment attempt to be nullified but are appealing your result for a different reason.

Appeals and Applying for the Next Assessment Sitting

We encourage all candidates to send in their appeal documentation at the earliest opportunity, so that we can provide an outcome in good time before the next sitting. If you are planning to sit your second or third attempt at the next sitting, you should continue to prepare and to apply in the normal way, even if you do not know the outcome of your appeal by the time you apply. Please remember to always apply for the exam itself by the deadline specified on the key dates page. Having an appeal upheld or a nullification upheld is a separate process to applying for the assessment.

If you have failed all three attempts, you must wait for your outcome of your appeal before you can apply for the next sitting.

Appeal Outcomes

There are only two outcomes to an appeal.

1. The appeal is not upheld - when an appeal is not upheld, the fail result stands, and the candidate is deemed unsuccessful in that attempt at the registration assessment.
2. The appeal is upheld - when an appeal is upheld, the attempt is nullified. This means that it does not count towards the number of available attempts at the assessment.

There are no other appeal outcomes.

It may take some time to deal with your appeal, depending on how complicated it is, therefore, we are unable to provide any timeframes. Once the panel have decided on the outcome of your appeal, we will write to you advising of this. You will be informed of any further next steps in your outcome letter.

If your appeal is upheld, this does not automatically mean that your time limit to apply for registration will be extended.

Submitting an Appeal

If you think you may have valid grounds for an appeal, you must:

1. Complete an appeal form available on the [dedicated sitting page](#) of the GPhC website and collect together and scan any evidence you have to support your request. Read the guidance available with the form to find out more about the evidence you may want to submit.
2. Send your appeal form and supporting evidence by email to regexam@pharmacyregulation.org by **5pm on Tuesday 2 January**. We will not accept appeals by any other method.

We will only consider an appeal submitted after the deadline under certain circumstances. Read [section 10.9 in the registration assessment regulations](#) to find out when we consider a late appeal.

Appeals submitted after the deadline about a procedural error that were known about beforehand, and that impacted your performance on the day, will not be considered.

Sitting the Assessment Again

The next assessment sitting is on Tuesday 25 June 2024.

Information about eligibility, entry deadlines and how to apply for the Summer 2024 sitting will be available via the training section of our website in due course (www.psnj.org.uk)

It is your responsibility to ensure that you submit the correct documentation to us and pay the assessment entry fee by the deadline dates given.

In February, we will send a communication to all those eligible to sit in June to advise them on how to apply and the next steps.

Applying for a Reasonable Adjustment for Sitings in 2024

If you have previously been granted an adjustment that was approved for all sitings up until you reach your registration date limit, you do not need to submit a new application to receive this adjustment at this sitting.

If you want to request an additional or different adjustment, you will need to submit a new request.

If you haven't submitted, or been granted a reasonable adjustment before, and would like to request one for this sitting, you must read the guidance and submit an application form.

The guidance and application form is now available via GPhC's website: [Requesting a reasonable adjustment for the registration assessment | General Pharmaceutical Council \(pharmacyregulation.org\)](https://www.gphc.org.uk/registration/adjustment) Make sure you have read and followed the guidance correctly before submitting the form. If your application is not complete, we may not be able to assess your request.

We will not accept late applications, and we will not be able to provide comments on any adjustment applications, or the decisions that may be made, before it is submitted to the panel and before you receive your outcome letter.

The deadline for submitting reasonable adjustment application form for the June 2024 sitting is **5pm on 28 February 2024**.

If you are having difficulty in completing or obtaining the required evidence, please contact adjustments@pharmacyregulation.org before the application deadline and as soon as possible.

For more information about the adjustments process and important key dates for particular sittings, please read our dedicated reasonable adjustment webpage.

Registration Applications

If you submitted your registration application in advance of receiving your results, but were unsuccessful in the November 2023 assessment, your application will be archived and you should contact foundationtrainingyear@psni.org.uk to arrange for a refund of the fee. If you wish to sit the assessment and register in 2024, you will need to reapply and start a new application, including paying the application fee again.

Please make sure your documents are valid.

Help and Support

We realise that being unsuccessful at the registration assessment will be very disappointing, and that you may need some time to come to terms with the result. If you have not already done so, you may want to speak to your employer about the support they may be able to offer.

There may be other roles that you could potentially work in across the pharmacy sector if you have not been successful, and whilst you wait for the next sitting.

There are organisations that can help and support you, both personally and professionally, to decide on your next steps. We have listed some of these below, but you may also find more sources of help and support locally.

Pharmacy Forum NI

PFNI's Pharmacists' Advice and Support Service can offer help to pharmacists and foundation year trainees. For more information regarding the support that can be offered, please contact pharmacy.forum@psni.org.uk

Northen Ireland Centre for Pharmacy Learning and Development

NICPLD will contact any unsuccessful candidates with information regarding next steps.