ABPI Examination Additional Guidance

Booking an exam

In addition to the time required to answer the exam questions, candidates should factor in time for undertaking both the photo ID authentication process with the live online proctor, and the exam environment check – for all unit exams, candidates should set aside at least 1 hour per unit.

Requirements for the exam location and the equipment you will need

Candidates can take an exam wherever it is convenient and appropriate to do so consequently, this could include an own home setting or in any other suitable location that meets the following ABPI Exam Regulations:

It is the responsibility of the Candidate to ensure the testing environment is suitable, this includes ensuring:

- *A well-lit, quiet, private room.*
- *All doors to the room are closed.*
- *No one else is in the room unless this forms part of a specific Exam Access Arrangement agreed by the Director of the Examination on application, and in advance of the exam appointment – see ABPI Exam Access Arrangements Policy.*
- *The table or desk is clear of any material, with the exception of one piece of plain A4 paper (blank on both sides) and a pencil.*
- *Mobile phones are turned off and stored away out of sight. Possession of any other electronic device that allows information to be stored or internet access at an examination desk is also strictly prohibited – this includes Smart watches.*
- *Additional monitors are turned off and turned away from sight of the candidate.*
- *Any desk phone is disconnected or blocked from incoming calls.*
- *There is no access to any unauthorised materials such as books.*

If a candidate chooses to sit the exam in an office location, there should be no posters, or information leaflets on the walls of the exam room.

Candidate ID and authentication

Candidates must have the required photo identification ready when logging onto the exam session to go through the authentication process with the one to one online proctor. The name on the exam appointment must match the name on the photo identification. Acceptable photo ID for authentication is: Government-issued Passport or Driver's Licence.

Any Candidate who is unable to meet the requirements of the photo ID authentication will **NOT** be permitted to take the examination. ABPI will **NOT** refund the examination fees for candidates who do not meet the ABPI Exam identity authentication requirement. All candidates must consider this when booking the exam sitting.

The exam itself – including accessing the online exam platform

It is encouraged that candidates use the toilet before the examination as toilet breaks during the exam are **not** allowed unless a scheduled timed break forms part of a specific Exam Access Arrangement (EAA) which has been sanctioned by the Examinations Director following receipt of an application for EAA made by the candidate in line with the EAA policy.

Food and drink is not allowed to be consumed during the course of the exam sitting unless this forms part of a specific Exam Access Arrangement (EAA) which has been sanctioned by the Examinations Director following receipt of an application for EAA made by the candidate in line with the EAA policy.

Smoking, including the use of e-cigarettes or electronic vapes, is also strictly forbidden during the live online proctored exam.

If there is a need for 'trouble shooting' once the exam platform has been accessed, the candidate can use the chat function on screen prior to the proctor opening the exam siting, or the candidate can speak to the proctor during the examination. The chat function will only connect to the online proctor, **NOT** the ABPI Exams Team. Talking during the examination is strictly forbidden and therefore, speaking to the proctor should only be as considered necessary.

The Examination is a multiple-choice format – no questions should be left unanswered as the exam is not negatively marked.

It is not possible to take the exam on a tablet or phone.

What candidates need to do at the start of the exam

A Candidate can log into the QuestionMark secure portal to open the exam sitting, up to 15 minutes prior to the scheduled start time. Punctuality is the responsibility of the candidate as lateness cannot guarantee admittance to the exam sitting, and time will not be added to the exam sitting window.

The proctor will open the exam screen and undertake the photo ID authentication process.

The proctoring and security measures that will be in place

The ABPI must ensure remote examination of the accredited Certificate and Diploma Qualification, is conducted under the required conditions regardless of location, that will maintain the integrity of the qualification, and which will provide assurance to candidates, both

past and present, the industry, and patients that current candidates will have been assessed to as high a standard as those examined by face to face paper based exams. No candidate should be able to gain an unfair advantage for any reason.

Proctors focus on the conditions set out by the ABPI in the ABPI Exam Regulations throughout proctoring of live exams. All proctors are highly trained and are subject to review by the proctoring service management team to ensure consistency and accuracy of the live proctoring. In the unlikely event of a complaint being made by a candidate against a proctor, this should be raised with the ABPI Director of Examinations as soon as possible, who will in turn, raise this for investigation by QuestionMark.

Concerns raised by the one to one exam proctor will be investigated by the ABPI, with ABPI reviewing and investigating potential infringements in line with the Malpractice and Maladministration Policy, and ABPI Exam Regulations ahead of releasing results.

FAQs

Having read the updated ABPI Exam Regulations and the above Additional Guidance section, if candidates still have questions, please refer to the FAQs.