



South African  
Pharmacy Council

# SAPC e-Note

## SAPC e-Note: INVITATION TO WORKSHOP FOR QUALIFIED PHARMACIST'S ASSISTANTS (BASIC)

Dear Intern,

### SAPC e-NOTE: PHARMACIST INTERN: PRE-REGISTRATION EXAMINATION

You are registered to write the remote/online pre-registration examination on 05/06 March 2024.

Please take note of the following guidelines for the exam:

05 March 2024 (Tuesday)		06 March 2024 (Wednesday)	
Setting up	<ol style="list-style-type: none"><li>1. Please use Google Chrome/Firefox/Microsoft Edge to access the exam.</li><li>2. If using Microsoft Edge, ensure that you have updated your windows version to at least a windows 10.</li><li>3. Use the link: <a href="https://proctorededu.com/check">https://proctorededu.com/check</a> to test the compatibility of your laptop/desktop.</li><li>4. The remote examination will be invigilated live using a proctoring software.</li><li>5. You are only permitted to use one screen such as a laptop or a personalised computer to write the examination. The examination platform will not allow the connection of a second screen.</li><li>6. You will be required to connect your smartphone via a QR code for a better view of your workspace and examination room.</li><li>7. Please ensure that you are dressed appropriately, and your smartphone is placed at an appropriate angle covering the full view of the workspace and examination room.</li></ol>	Setting up	<ol style="list-style-type: none"><li>1. Please use Google Chrome/Firefox/Microsoft Edge access the exam.</li><li>2. If using Microsoft Edge, ensure that you have updated y windows version to at least a windows 10.</li><li>3. Use the link: <a href="https://proctorededu.com/che">https://proctorededu.com/che</a> to test the compatibility of your laptop/desktop.</li><li>4. The remote examination w be invigilated live using a proctoring software.</li><li>5. You are only permitted to u one screen such as a laptop or personalised computer to write examination. The examination platform will not allow the connection of a second screen.</li><li>6. You will be required to connect your smartphone via a code for a better view of your workspace and examination roc</li><li>7. Please ensure that you are dressed appropriately, and your smartphone is placed at an appropriate angle covering the f view of the workspace and examination room.</li></ol>
08h00 – 09h00	<ol style="list-style-type: none"><li>1. Access the examination link on the SAPC website Pharmacist Intern portal, under Pre-</li></ol>	08h00 – 09h00	<ol style="list-style-type: none"><li>1. Access the examination lin on the SAPC website Pharmaci Intern portal, under Pre-</li></ol>

	<p>Registration Examination OR click on this direct link: <a href="https://exams.sapc.za.org">https://exams.sapc.za.org</a></p> <p><b>2. An OTP will be generated and sent to your cell phone AND Email.</b></p> <p>3. The OTP will be valid for 10 minutes. Please check both your Cell phone and Email for a generated password.</p> <p>4. If experiencing any challenges with the generated OTP within the 10 minutes, please contact the invigilator allocated to you.</p> <p>5. Allow the SAPC to access your location, camera and entire screen when prompted.</p> <p>6. Follow the equipment check steps and take a photo when prompted.</p> <p>7. Read the examination guidelines before the exam starts.</p> <p>8. You are allowed to open multiple tabs from your shared screen. <b>NB! Please share your entire screen when prompted</b></p> <p>9. Please follow this link for a demonstration of the steps to follow to access the examination proctored by SAPC: <a href="https://www.pharmcouncil.co.za/Intern_Overview">https://www.pharmcouncil.co.za/Intern_Overview</a>.</p>		<p>Registration Examination OR click on this direct link: <a href="https://exams.sapc.za.org">https://exams.sapc.za.org</a></p> <p><b>2. An OTP will be generated and sent to your cell phone AND Email.</b></p> <p>3. The OTP will be valid for 10 minutes. Please check both your Cell phone and Email for a generated password.</p> <p>4. If experiencing any challenges with the generated OTP within the 10 minutes, please contact the invigilator allocated to you.</p> <p>5. Allow the SAPC to access your location, camera and entire screen when prompted.</p> <p>6. Follow the equipment check steps and take a photo when prompted.</p> <p>7. Read the examination guidelines before the exam starts.</p> <p>8. You are allowed to open multiple tabs from your shared screen. <b>NB! Please share your entire screen when prompted</b></p> <p>9. Please follow this link for a demonstration of the steps to follow to access the examination proctored by SAPC: <a href="https://www.pharmcouncil.co.za/Intern_Overview">https://www.pharmcouncil.co.za/Intern_Overview</a>.</p>	
09h00 – 11h00	Write the calculation section	09h00 – 11h30	Write the general section	
11h00	Submit exam	11h30	Submit exam and complete the post-exam survey	

***\*Please be patient when waiting for the examination to start at 09h00. If the laptop/desktop has been idle for 15 minutes a pop-up message will appear to request you to click “continue” to prevent you being logged out of the examination platform.***

#### **Where to access the examination?**

The examination can be accessed on the SAPC website under **Registered persons → Pharmacist Intern → Pre-reg Examinations**. Alternatively use the below URL to connect: [https://www.sapc.za.org/Intern\\_pre\\_registration](https://www.sapc.za.org/Intern_pre_registration)

## Pharmacist Intern

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The South African Pharmacy Council (Council), in 2018, developed a new format for the pre-registration examination which is in line with the new competency standards. Council resolved that the pre-registration examination be conducted three times, i.e. in March, August and October as indicated in the schedule below.


### PRACTICE PRE-REGISTRATION EXAMINATION

Please [click here](#) to access the Pre-registration examination (5/6 March 2024).

Only candidates booked for the pre-registration examination will be able to access the examination.

***Please note that the Examination Code of Conduct must be adhered to at all times. If you are found to contravene the code of conduct disciplinary action will be instituted.***

### Who can you contact for help?

If you need to contact SAPC before you logon to the exam platform, use the WhatsApp number		Your invigilator will send you a message with the number
If your message has not been responded to within 10 minutes, use the WhatsApp number		+27 76 341 8929
If you need to contact SAPC once you have logged onto the exam platform, click on "Chat with invigilator"		

***Before the exam, please check that your cell phone number has been recorded correctly on the SAPC website.***

### What do you need for the exam?

- Laptop/Desktop with a camera
- Google Chrome/Firefox/Microsoft Edge updated to the latest browser version
- Smartphone as a second device
- Pen/pencil & paper
- Reference materials
- Calculator

***Please note the following profile picture requirements and the instructions to test the camera on your device.***

### PROFILE PICTURE

Login to the SAPC secure website and upload a suitable profile picture. The picture needs to be:

- a colour image taken within the last 6 six months;
- of your head and shoulders; and
- against a plain background.

When loading the picture on your profile, ensure the picture is correctly rotated.

### TESTING OF YOUR DEVICES

Before you write the examination, you need to check that the browser you are using can access your camera and location. You also need to enable pop-up messages. The operating system on most devices has an inbuilt camera app. Select the start button and select the camera from the list of apps. Open the app and ensure that you can see a clear image of yourself.

Use the following link: <https://proctorededu.com/check> to test the compatibility of your laptop/desktop.

Please be aware of the following:

- You may not wear anything that is covering your face.
- Avoid sitting in front of a window or light source. Alternatively, close curtains or blinds.
- Ensure that your camera is correctly positioned so that your face is in the middle of the screen.

### **When will you receive your results?**

Results will be released once they have been verified and approved by Council.

Yours sincerely,

VM Tlala  
***Registrar/CEO***

**Accessible quality pharmaceutical services for all**

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