

RDC AB PHARMACY TECHNICIAN BRIDGING PROGRAM

Processes for Application, Registration, Examination and Grading for On-line courses & Challenge exams

For students taking On-line Courses:

1. Fax application form to the RDC Registrar's Office at 403.357.3660. (do this the 1st time only; not for each course that you take).
2. Register in the course you want to take (either on-line or by phone – 403.357.3663). Please state CRN # for the course and be prepared to pay the tuition at time of registration.
3. You can access your on-line course through the RDC Loop, using the log-in information that you receive in your admission letter from the Registrar's Office. If you do not receive your letter prior to the course start date, contact the RDC IT Help Desk at 403.342.3580 or servicedesk@rdc.ab.ca. When you have logged in to the Loop, select the Blackboard icon & then you will be able to view & enter the courses that you are registered in.
4. If your course requires a written assignment – i.e. Pharmacology, it will be subject to the RDC Academic Dishonesty Policy. See detailed information on this in "Plagiarism" document posted on the web site.
5. The dates of your course are for accessing course content only. You will then have the 10 days immediately following your course to write your final exam (dates posted at http://www.rdc.ab.ca/continuing_education/career_corporate_training/business_and_computers/certificates_designations/Pages/Pharmacy_Technician.aspx). **Your exam must be written during this time frame** (documentation of medical circumstances or family emergency is the only exception – see Administrative Guide for details on requirements for submission of documentation).
6. Contact the invigilation site where you want to write your exam, and book your time & date. Tell the invigilator the length of the exam (3 hrs for Product Prep & 2.5 hrs for Pharmacology or MDDS) & RDC course name & # (i.e. PTBP 1007) of the exam that you will be writing.

***NOTE: only designated invigilators may be used, unless you live more than 100 km away from a centre. See www.athabasca.ca/registrar/invignet.php for a list of allowable exam invigilation centres and the "Off Campus Exam Invigilator form" for additional guidelines.

Many invigilation centres charge a fee for supervising exams &/or mailing exams & students are responsible for this. If you write your exam at the RDC Test Centre there is no exam charge, as you are an RDC student.

If you have questions about the coordination of your off-campus RDC exam refer to www.libguides.com, call 403.357.3664 or e-mail distance.learning@rdc.ab.ca

7. Fax the completed Invigilator form to the RDC Test Centre at 403.314.2437, if you will be writing at a location other than RDC. (You may also have to fax a copy of this form to your invigilator) **Submit the Invigilator form to the RDC Test Centre or book your exam time at the RDC Test Centre a minimum of 3 weeks before your requested exam date in order to ensure your preferred time.**

After you submit the Invigilator form, RDC will arrange to have your exam sent to the invigilation center you have selected. You may contact the RDC Test Centre at 403.342.3292 to confirm that they have received your Invigilator form.

All final exams are paper-based, & either entirely multiple choice or a combination of multiple choice & either short answer or calculations & consist of a max. of 150 questions. Non-Scientific calculators are allowed for some of the exams, but in most cases, no other reference materials are allowed in the exam room except a pencil & eraser or a pen. Please arrive on time!

8. Your final grade for the course will only be posted on your RDC transcript (an "S" for Satisfactorily Completed or a "U" for Unsatisfactory), at the end of the term when all of the class completed final exams have been received and marked. Percentage grades for the final exam are not issued. To access your transcript, see instructions at http://www.rdc.ab.ca/current_students/Pages/default.aspx (the transcript request form also available on the Bridging web page – see link at # 5.)

For students writing PLAR Challenge exams:

1. Fax program admission application form to the RDC Registrar's Office at 403.357.3660. (do this the 1st time only; not for each exam that you want to challenge).
2. Register in the appropriate section of the exam that you wish to challenge (either on-line or by phone – 403.357.3663). Please state CRN # for the course and be prepared to pay the tuition at time of registration.
3. Fax PLAR waiver form, allowing release of your exam grades to Alberta College of Pharmacists, to 403.342.3278 (do this the 1st time only; not for each exam that you challenge).
4. Contact the invigilation site where you want to write your exam, and book your time & date, which must be within the dates of the challenge section that you have registered for (posted on web page at: http://www.rdc.ab.ca/continuing_education/career_corporate_training/business_and_computers/certificates_designations/Pages/Pharmacy_Technician.aspx .

Tell the invigilator the length of the exam (3 hrs for Product Prep & 2.5 hrs for Pharmacology or MDDS), and the RDC course name and number (i.e. Pharmacology - PTBP 1002) of the exam that you will be writing.

If you have questions about the coordination of your off-campus RDC exam refer to www.libguides.com, call 403.357.3664 or e-mail distance.learning@rdc.ab.ca

5. ***NOTE: only designated invigilators may be used, unless you live more than 100 km away from a centre. See www.athabasca.ca/registrar/invignet.php for a list of allowable exam invigilation centres and the "Off Campus Exam Invigilator form" for additional guidelines.

Many invigilation centres have a fee for supervising exams or a mailing charge and students are responsible for this. If you write your exam at the RDC Test Centre there is no exam charge, as you are a current RDC student.

6. Fax the completed Invigilator form to the RDC Test Centre at 403.314.2437, if you will be writing at a location other than RDC. You may also have to fax a copy of the Invigilator form to your invigilator. **Submit the Invigilator form to the RDC Test Centre or book your writing time at the RDC Test Centre a minimum of 3 weeks before your requested exam date in order to ensure your preferred date and time.**

After you submit the Invigilator form, RDC will arrange to have your challenge exam sent to the invigilation center you have selected. You may contact the RDC Test Centre to confirm that they have received Invigilator form at 403.342.3292.

All Challenge exams are paper-based, and either entirely multiple choice or combination of multiple choice & either short answer or calculations and consist of a maximum of 150 questions. Non-Scientific calculators are allowed for some of the exams, but no other reference materials are allowed in the exam room except for a pencil and eraser or a pen. Please ensure that you arrive to the exam on time.

7. Your final grade for the Challenge exam will only be posted on your RDC transcript (an "S" for Satisfactorily Completed or a "U" for Unsatisfactory), at the end of the term when all of the completed final exams for the section have been received and marked. Percentage grades for the Challenge exams are not issued. To access your transcript, see instructions at: http://www.rdc.ab.ca/current_students/Pages/default.aspx (the transcript request form also available on the Bridging web page – see link at # 4. on this page)