

Checklist for Arranging Challenge Exam for RDC AB Pharmacy Technician Bridging

1. Fax program admission application form to the RDC Registrar's Office at 403.357.3660. (do one time only; not for each exam that you wish 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).
3. Fax PLAR waiver form, allowing release of your exam grades to Alberta College of Pharmacists, to 403.342.3278 (one time only; not for each exam that you wish to challenge).
4. Contact the invigilation location where you wish to write, and book your exam writing time, which **must be within the dates of the challenge section that you have registered for**. Tell the invigilator the length of the exam, course name and RDC course number (i.e. PTBP 1003) of the AB Pharmacy Technician Bridging Challenge exam that you will be writing.

*****NOTE: only designated invigilators from the Exam Invigilator Network 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 Invigilator form for additional guidelines.

Many invigilation centres charge a fee or 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.

5. Complete Invigilator form and fax 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 a minimum of 20 days before your requested exam date**. If not, you may not be guaranteed to write on 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.

The exams are a paper-based multiple choice format consisting of approximately 150 questions. In most cases, no calculators or reference materials are allowed in the exam room except for a pencil and eraser or a pen. You will be allowed 2.5 hours to complete the exam. Please ensure that you arrive to the exam on time.

Your grade for the challenge exam will be posted on your RDC transcript, which you can access by logging in to the Loop at <https://portal.rdc.ab.ca/cp/home/loginf>.

See instructions at http://www.rdc.ab.ca/current_students/Pages/default.aspx