

**Prescribing  
Safety  
Assessment**



# Prescribing Safety Assessment 2018

## Foundation School Administrators' Guidance

This guidance provides you with information required for organising the Prescribing Safety Assessment for the FP 2018 F1 intake (PSA 2018). The PSA has been developed jointly by MSC Assessment and the British Pharmacological Society. It is intended to be a valid and reliable tool allowing medical graduates to demonstrate that they have achieved the core prescribing competencies outlined in [Outcomes for graduates](#) (originally published in *Tomorrow's Doctors*).

This document will guide you through the necessary preparations, including the venue and technical requirements; identifying roles to be fulfilled by staff; and help you to communicate information about the PSA to candidates.

Key changes since 2017 guidance:

- Clarification on what is not considered reasonable adjustments for the PSA – [2.4.6](#)
- If a Scribe is required for candidates with reasonable adjustments, they are required to sign a confidentiality agreement – [Appendix E of Invigilator Guide](#).

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# 1. General information about the PSA 2018

- 1.1 All foundation doctors will be required to pass the PSA before being signed off as having successfully completed the F1 year and being awarded the F1CC. If the PSA was passed more than two years before starting foundation training then it will need to be successfully retaken before completion of the F1 year (applies from August 2016 F1 entry).
- 1.2 Those who have not sat or passed the PSA within the last two years of starting their F1 year will be required to take the PSA on Tuesday 4<sup>th</sup> September 2018. If they fail or do not attend they will be placed on a remediation programme, with two further re-sit opportunities scheduled for 11<sup>th</sup> March and 13<sup>th</sup> May 2019.
- 1.3 A charge per candidate, per PSA sitting will be applied. The UK Foundation Programme Office will be charged at the end of each PSA sitting for each trainee that sat the PSA, as well as any who are absent on the day. PSA Leads will need to manage candidates who are absent or need to re-sit the PSA so additional charges are made accordingly. Candidates who are unable to attend the PSA with valid reasons will be able to submit a claim of extenuating circumstances so that the UKFPO is not charged for their non-attendance. More information can be found in [section 6](#).
- 1.4 During the week commencing 25<sup>th</sup> June, Foundation School Managers will receive password-protected lists of graduates allocated to their school who have passed the PSA in 2017 and 2018. Each list will include: candidate name, GMC number, medical school of graduation, and date of last PSA sitting. A second tab will include all other trainees allocated to the foundation school who still need to pass the PSA. FSMs will need to email these candidates to inform them about PSA sittings ([Appendix A](#)). **PSA accounts will not be created for these candidates until the PSA registration list is received. Please submit these as soon as possible to allow trainees early access to the PSA website and practice materials.**
- 1.5 The date(s) for the PSA for the FP 2018 intake are:
- Tuesday 4<sup>th</sup> September 2018, 1.30pm (main sit)
- Monday 11<sup>th</sup> March 2019, 1pm (re-sit for those who fail or do not attend in September)
- Monday 13<sup>th</sup> May 2019, 1pm (final sitting for those who still need to pass the PSA)
- 1.6 The PSA is designed to be taken in two hours. Extra time of up to 30 minutes can be accommodated for those eligible for reasonable adjustments (more information on reasonable adjustments can be found in [section 2.4](#)).
- 1.7 Those involved with delivering the PSA should read in full the 2018 PSA Administrators Guidance for Foundation Schools and the 2018 PSA Invigilator Guide. A copy of the PSA Invigilator Guide should be provided to all staff members invigilating the test.

1.8 The PSA Timeline below sets out the activities along with deadlines and local considerations. These steps will need to be repeated ahead of each PSA date in September, March and May.

Deadline	Activity
July onwards	Book venue that meets the minimum requirements for online delivery (checklist in <a href="#">Appendix D</a> )
w/c 25 <sup>th</sup> June	The PSA Team will send each foundation school a list of candidates allocated to their school who has passed, and those who still need to take the PSA in September. Contact incoming foundation doctors not on the pass list to inform them about the PSA ( <a href="#">Appendix A</a> )
No later than 4 weeks before the PSA takes place	1) Return the completed Registration List to <a href="mailto:admin@mscassessment.ac.uk">admin@mscassessment.ac.uk</a> ( <a href="#">Appendix B</a> ). 2) If the venue you are using to deliver the PSA does not have subscription to BNF and BNFc via Medicines Complete, provide the static, public-facing IP range of all computers to be used for the PSA. Log in to access tutorial on <a href="https://www.prescribingsafetyassessment.ac.uk">https://www.prescribingsafetyassessment.ac.uk</a> to learn how to deliver the test. If any problems are identified that your local technical team cannot address, inform the PSA Team immediately.
2 working days after submitting registration list	After receiving confirmation that your F1s are registered on the PSA website, let them know that <i>they must activate their accounts</i> if they have not already done so in order to be able access the practice papers and take part in the PSA (template email in <a href="#">Appendix C</a> ).
2 weeks before PSA date	Carry out testing of the PSA Interface with BNF links. Log in and access practice papers, checking all question types and images are displaying correctly (instructions provided in <a href="#">Appendix F</a> . Ensure invigilators have been given a copy of the invigilator guide.
1 working day before PSA	1) PSA Lead to receive Event Password from PSA Team by telephone 2) Securely provide the password to Lead Invigilators. <b>DO NOT email the password.</b>
PSA date	Prepare venue (checklist 2 in <a href="#">Appendix D</a> ) and run the PSA.
2 working days after PSA	If any issues experienced during the PSA, return completed invigilator form (PSA Invigilator Guide). Send any absentees' extenuating circumstances claims to <a href="mailto:admin@mscassessment.ac.uk">admin@mscassessment.ac.uk</a> .
Within 2 weeks after PSA	1) You will receive the identifiable performance of candidates from the PSA Team. 2) Schedule local remediation ( <a href="#">Appendix E</a> ).

1.9 Your school is responsible for local organisation and all communication about the PSA with the candidates, including registering them with the PSA Team. Support materials are available:

- A template email to F1s required to take the PSA providing background information about PSA 2018 ([Appendix A](#))
- FAQs updated for 2018 on <https://www.prescribingsafetyassessment.ac.uk>
- A template registration list in a spreadsheet format ([Appendix B](#))
- A template email to candidates to communicate the location of the test and need to activate their PSA account ([Appendix C](#))

1.10 Your school arranges the venue(s), equipment and staff required to run and support the assessment.

1.11 You can benefit from an online tutorial guiding you through the technical steps of the PSA delivery as well as direct support by email and phone on the day of the PSA.

1.12 You will receive the results of your candidates broken down by the eight sections of the assessment no later than two weeks after the PSA date. Candidates will then be able to view their individual results directly on the PSA Interface two working days later, unless you request otherwise.

1.13 This candidate feedback form is available for completion at the end of the PSA session but can also be filled in via their PSA account at a later time if the computer room has to be vacated immediately on submission of the assessment.

## 2. Preparation

### 2.1 Staff

Staff to fulfil the following roles should be identified (one person can be in charge of both):

- **PSA Lead** to be in charge of communication with candidates and registering them. The PSA Lead receives the login details into PSA Interface <https://prescribingsafetyassessment.ac.uk> and is responsible for making sure that the booked venue is tested and any technical issues are reported immediately to the PSA Team. The PSA Lead briefs lead invigilators in advance of the PSA and takes responsibility for critical decisions relating to cancelling the event, ending the event early and implementing recovery plans (Guidance to Incident Management is outlined in the PSA Invigilator Guide). The PSA Lead will be provided with the Event Password to distribute it to lead invigilators securely, not by email. The Event Password should not be shared with candidates prior to the PSA session. PSA Lead returns the Evaluation Form after the PSA.

- One **Lead Invigilator** per room to ensure that all computers are running and connected to the Internet. Lead invigilator will make the PSA Event Password available to candidates immediately before the start of the PSA session, and re-seat candidates should a computer crash and ensure that the PSA Interface is available on the new computer. Should a problem occur during the session, it will be their responsibility to alert the PSA Team and take a full record of the issue so it can be investigated (PSA Invigilator Guide).

If there are any changes to staff members, please inform the PSA Team on [admin@mscassessment.ac.uk](mailto:admin@mscassessment.ac.uk).

## 2.2 Venue

2.2.1 The PSA is delivered online in computer suites and the list of minimum technical requirements is provided in [Appendix D](#). The venue **must be tested at least two weeks prior** to the PSA date. Instructions on how to test the PSA site are included in [Appendix F](#).

2.2.2 Please ensure that there are no planned outages or other work that will affect the delivery.

2.2.3 The duration of the assessment is two hours. Additional time is needed for:

- A short 10-minute briefing to candidates at the start (PSA Invigilator Guide)
- Extra time, if applicable to candidates entitled to reasonable adjustments (please refer to section [2.4](#)).
- Additional 5-10 minutes to complete the online feedback form. If time is limited, then candidates can do this via their PSA accounts outside the venue. Recommended to complete on the same day.
- Time for clearing desk space, shutting down computers and moving candidates out of the computer room (around 30 minutes).

## 2.3 Materials

2.3.1 Access to the content of the BNF will be available as part of the assessment interface. All schools should be able to access [BNF on NHS Evidence](#) at any time. Venues that do not have a subscription to BNF and BNFC via [Medicines Complete](#) should provide the external-facing IP range of all computers that will be used for the PSA so that access can be arranged for the duration of the test. **Important: if the venue booked for the PSA uses a dynamic router you will need to make arrangements for the full IP range to be provided to the PSA Team, or have the router made static for the duration of the PSA.**

2.3.2 At the beginning of 2018, Medicines Complete launched a new online version of its websites for the BNF and BNFC, with all existing subscriptions switched over to the new platform by June 2018. Schools should advise F1s to practise using the new version of the BNF and BNFC for Children before taking the PSA. Whilst access is set up by IP range for the

test, trainees can register for a free account (valid for 1 year) at <https://about.medicinescomplete.com/registration/>.

2.3.3 Paper copies of the BNF and BNFC can be allowed, however, candidates need to be aware that they may not contain the most up-to-date prescribing advice. Please note that PSA scoring is based on information on the BNF and BNFC websites that is most up-to-date at the time of the test. **Annotations are not permitted** and candidates are not allowed to make any notes in their BNF during the test. Please note if candidates bring their own hard copy, invigilators must carry out thorough checks to ensure it contains no notes, inserts, sticky notes, or annotations. This may require additional time before the start of the test.

2.3.4 No electronic devices should be used at any time during the PSA. The only exception is a simple, hand-held calculator, which can be provided by the school. If brought in by a candidate, it should be inspected by invigilators. Calculators as part of another device e.g. a phone cannot be allowed. A calculator function is available as part of the PSA Interface.

2.3.5 You should provide some spare paper for notes. Any notes must be collected and cleared at the end of each session. It is recommended that candidate names are included on the note paper to easily identify if anyone does not return their notes at the end of the PSA.

2.3.6 Candidates should be advised to bring their own pens and pencils if they wish to make notes during the assessment.

## 2.4 Reasonable Adjustments

2.4.1 Candidates may be eligible for reasonable adjustments to the online format of the PSA if they have a disability within the meaning of the [Equality Act 2010](#)<sup>1</sup> or a temporary health condition or acute flare-up of a long-term health condition, provided the school is made aware of this in advance of taking the PSA. No adjustment will be made to the standard of the PSA or the score. An adjustment may not be considered reasonable if it involves unreasonable costs or timeframes, affects the security or integrity of the assessment, or could not be made available to F1 prescribers. Reasonable adjustments may require:

- Changes to the local delivery that will need to be accommodated by the school (e.g. personal assistance, separate accommodation and specialist or customised equipment) and/or
- Changes to the online PSA delivery that will need to be facilitated centrally and accommodated locally (e.g. extra time, rest breaks)

<sup>1</sup> In the Equality Act 2010 a person is considered to have a disability if —  
(a) the person has a physical or mental impairment, and  
(b) the impairment has a substantial and long-term adverse effect on P's ability to carry out normal day-to-day activities.

2.4.2 It is expected that the school already holds evidence of a disability, health condition or impairment with a recommendation for accompanying reasonable adjustments. It is the school's responsibility to determine whether the evidence it holds is sufficient to warrant a particular reasonable adjustment to the delivery of the PSA. However, guidance is provided in this document on what evidence might reasonably be considered as sufficient.

2.4.3 Reasonable adjustment information **must** be provided by the school to the PSA Team using the Registration List. This information is used to monitor the effect on PSA performance so it is essential that information is provided in full in the format requested in the registration list. A template registration list is provided in [Appendix B](#). The PSA Team does not require access to evidence or a description of grounds for adjustment.

#### **2.4.4 Grounds for reasonable adjustments**

- Candidates with known and long-standing learning disability

Suggested evidence: a full formal assessment report from an Educational Psychologist conducted within the last five years, with recommendations around the adjustments to be made. It is recommended that the assessment of specific learning disabilities should be based upon diagnostic tests undertaken in the candidate's first language.

- Candidates with long term or permanent physical disability, health conditions or impairments

Suggested evidence: Candidates must provide an original medical certificate or a letter from the relevant health professional, including contact details, and an assessment by Occupational Health conducted, with recommendations around the adjustments to be made.

- Candidates with a new disability, temporary health condition or impairments

Suggested evidence: Candidates should provide an original medical certificate or a letter from the relevant health professional, and an assessment by a relevant health professional (normally a doctor or Occupational Health) with recommendations around the adjustments to be made.

#### **2.4.5 Types of reasonable adjustments**

The following list illustrates examples of reasonable adjustments which may be made to help ensure that all candidates have an equal opportunity to complete the PSA. This list is given without prejudice and for general guidance; it is not exhaustive, definitive nor prescriptive.

Time-related adjustments (provided locally, facilitated centrally):

- Additional time allowances – Up to 25% additional time is normally permitted in total. Consideration will be given on a case by case basis for any requests outside of this.



- Flexible start times – Some candidates may be granted an alternative start time, in isolation (you will need to inform the PSA Team in advance and quarantine the candidate).
- Rest breaks – Time may be allowed for rest breaks, which may in some cases exceed the total 25% additional time. Time permitted for rest breaks is strictly ‘no typing’ time.

#### Modification of the PSA Interface (provided locally, facilitated centrally)

- Font size may be altered locally by adjusting the browser setting (holding Ctrl and + to increase the size, Ctrl and – to decrease)

#### Personal assistance (provided locally)

- Scribe –Candidates may require a scribe (or ‘amanuensis’). **Scribes are required to sign a confidentiality agreement – see Appendix E of the 2018 PSA Invigilator Guide.** These will need to be sent to [admin@mscassessment.ac.uk](mailto:admin@mscassessment.ac.uk) following the PSA.
- Food and drink – Candidates may be permitted to bring food and drink into the venue.
- Alternative location – Candidates may be permitted to take the PSA in an alternative invigilated venue.

#### Specialist equipment (provided locally)

- Colour filters – Candidates may use a colour filter or overlay.
- Large Monitor – Candidates may require a larger monitor.
- Furniture – Candidates may require ergonomic furniture.
- Lighting – Candidates may have particular lighting requirements or may require window blinds.

#### **2.4.6 Adjustments that are not permitted for the PSA**

The following outlines adjustments that are deemed unreasonable for the PSA and will not be accepted:

- **Extra time/rest breaks that exceed 25% additional time** – the maximum time the PSA will run for those with reasonable adjustments is normally 25%. If a candidate requests extra time that exceeds this, this will be considered on a case-by-case basis and should be referred to the PSA Team, who will work with an independent advisor to approve or deny the request.

- **Paper copy of the test** – the PSA test is delivered online and automatically marked against an electronic mark scheme. Requests for paper copies of the test cannot be accommodated.
- **Requests on the basis of English as a second language** – no extra time will be permitted for those whose first language is not English. Reasonable adjustments will only be provided on the basis of a disability or temporary health condition.

#### **2.4.7 Standard of evidence**

Evidence held by the school would normally be expected to meet the following standards:

- Evidence is written by independent, appropriately qualified professionals.
- Evidence is on headed paper, signed and dated by the author and with the GMC reference number (or equivalent) of the practitioner, where relevant. Evidence presented by email may be acceptable if the email has been sent by the author from the official domain name of the author's organisation.
- Full contact details of the author are provided, including name, telephone number, email address and postal address.
- Evidence is in English. It is the applicant's responsibility to provide supporting documentation and any translation should be undertaken by an accredited translator (e.g. be a member of the Association of Translation Companies – <http://www.atc.org.uk/>).

and

- Evidence must be unaltered by the candidate. Documentation that has been amended for any reason should be deemed inadmissible.
- The school should only uphold a request for reasonable adjustments when, in its opinion, all of the above clauses are fully satisfied.

#### **2.4.8 Confidentiality of evidence**

By participating in the PSA, the candidate agrees that information about their reasonable adjustment will be held for the purpose of processing the request, in accordance with the [General Data Protection Regulation and Data Protection Act 2018](#).

No information on the disability or condition that the adjustment is being made for will be held centrally. Confidential information referring to the reasonable adjustments will only be shared on a 'need to know' basis with those responsible for making the adjustment. Any participant wishing to restrict sharing of such information should make their wishes known to the foundation school and the foundation school should in turn contact the PSA Team.

## 2.5 Registering candidates

2.5.1 The school must fill in the Registration List provided ([Appendix B](#)) with information about all candidates taking part in the PSA in order for them to be added to the test event on each date. The template requires:

- Candidate's email address,
- First names,
- Last names,
- GMC number,
- Date of birth,
- PSA Date,
- First sit or re-sit (all candidates in September are considered first sit, even if they previously sat the PSA at their medical school),
- Types of reasonable adjustments granted for the PSA (Please make sure you use the suggested categories as having complete and accurate information allows the PSA Team to analyse and monitor the effect of adjustments on performance)

2.5.2 A copy of the registration list should be provided to invigilators so that they can quickly identify if any candidates experiencing trouble logging in are using the correct email address.

2.5.3 The registration list asks for emails and names of any new staff members who require access to the PSA Interface in order to test it or to access the practice papers for teaching purposes.

2.5.4 The password-protected Registration List must be returned to [admin@mscassessment.ac.uk](mailto:admin@mscassessment.ac.uk) no later than the four weeks before the PSA date (please refer to [Timeline](#)).

2.5.5 Within a week of receipt of the Registration List, the PSA Team will confirm that candidate accounts have been created in the PSA system. All candidates **must** activate their PSA account in advance of the PSA. It is also vital to ensure that candidates are made fully aware of the exact login details used for their account on the PSA Interface (template email is provided in [Appendix C](#)).

## 2.6 Ensuring secure delivery

2.6.1 During the PSA only <https://prescribingsafetyassessment.ac.uk> and BNF content can be accessed by candidates (logos of the sites are available in the PSA Invigilator guide). Candidates can consult other resources on NHS Evidence, but searching any other sites, browser results and computer drives should be treated as misconduct and reported to the PSA Team by the Lead Invigilator using the provided form in the PSA Invigilator Guide.

2.6.2 In order to address the problem of candidates seeing each other's screens in crowded venues please instruct invigilators accordingly and consider using dividing screen guards, if possible. Rigorous invigilation is required.

2.6.3 The PSA Interface is a secure platform, regularly monitored and subject to external penetration testing.

## 3. On the Day of Assessment

### 3.1 Preparations on the day

3.1.1 Use checklists provided in [Appendix D](#) as guidance to make sure that the venue and invigilators are prepared for the PSA. All invigilators are expected to be familiar with the PSA Invigilator Guide and to follow it on the day.

3.1.2 The PSA Lead will receive the Event Password one working day before the PSA. The password is delivered verbally by phone, by a representative of the PSA team directly to the PSA Lead. **Sharing the password with the Lead Invigilator must be done verbally and not in writing, e.g. by email. The password should not be shared with candidates prior to the start of the assessment.**

3.1.3 The PSA session will be made active by the PSA Team 30 minutes before the scheduled start time. It will not close automatically, but the PSA Team will close it after the planned end of the session, unless the PSA Lead or Lead invigilator calls to notify about a delay and to request longer access.

## 4. After the PSA

### 4.1 PSA evaluation

4.1.1 Feedback from candidates will be sought through an online evaluation form, which is automatically presented after candidates complete the assessment. It can also be completed by candidates individually, if there is no time for them to remain in the room. They can do this by logging on to the PSA site, going to “My Profile” and completing the feedback form under the relevant test. It is recommended candidates complete the form by the end of the day when the PSA was sat.

### 4.2 Results

4.2.1 After each PSA date a post-assessment review is carried out by members of the PSA Assessment Board. Whilst the PSA is automatically marked, changes to prescribing guidelines since the papers were constructed means more answers could be eligible for marks. This review will award extra marks where necessary and could mean the difference between a fail and a pass for borderline candidates. This process can take up to two weeks so we thank you for your patience whilst this is completed.

4.2.2 The PSA Lead within your school will receive a summary of candidates’ performance when the post-assessment review is complete, approximately two weeks after the PSA. The pass mark for the paper is listed at the top of the report and performance data for each

candidate broken down by section (e.g. calculation). PSA Leads can refer to the [PSA blueprint](#) to interpret results by section.

4.2.3 Individual candidates will have access to their performance results by logging into the PSA Interface. These results will become available to candidates two working days after they have been sent to your school. If you do not wish for candidates to see results individually or if you wish to arrange a different time of release, please contact the PSA Team.

4.2.4 Candidates must download a copy of their certificate when logging in to receive their results. The PSA team does not have access to candidates' certificates so cannot provide copies when candidate accounts are disabled at the end of the year. Candidates who do not download their certificate and are required to provide proof they passed the PSA may ask for confirmation of their results on headed paper. Candidates who are required to provide a PSA certificate for their e-portfolio should be permitted to upload a confirmation letter from their medical school if they do not have a copy of their certificate. If their pass needs to be verified, please contact [admin@mscassessment.ac.uk](mailto:admin@mscassessment.ac.uk) with the candidate's full name, previous medical school and the date they took the PSA. Alternatively, foundation school managers can refer to the pass list provided to them at the start of the foundation year.

### **4.3 Re-sits**

4.3.1 Candidates who fail the September sitting of the PSA, and those registered who do not attend, should undergo a programme of remediation before taking the PSA on the next national date on 11<sup>th</sup> March 2019, 1pm. If they fail the March sitting, one further opportunity to pass will take place on 13<sup>th</sup> May 2019, 1pm. For the March and May dates, a registration list confirming which candidates are re-sitting and which ones are sitting for the first time must be provided to the PSA Team by the deadline (outlined in the [timeline](#) above).

## **5. Appeals**

5.1 Candidates are not permitted to appeal against their PSA score. The test is marked automatically. During the post-assessment review following each PSA date, adjustments to automatic marking are made for any correct answers to prescribing questions that have not been automatically identified (e.g. if there are additional correct answers in light of BNF guidance having changed between the time when the question was written and the time of taking the test). Only after this process is complete are results released to schools. After this point, no further adjustments to scores are envisaged. In line with standard university guidelines, candidates cannot appeal against a matter of academic judgement and cannot request for their PSA test to be re-marked.

5.2 Foundation schools must address appeals against locally managed elements of the PSA delivery in accordance with local procedures. These include but are not limited to:

- Approval of reasonable adjustments,
- Technical issues experienced during the test (e.g. faulty hardware, outages, etc.),
- Approval of extenuating circumstances,
- Prejudice, bias or inappropriate diligence in managing the local delivery of the test.

5.3 Invigilators are expected to manage issues as they occur during the test, with the PSA Lead taking ultimate responsibility for decisions. The PSA Lead is expected to provide details of any technical issues to the PSA Team at the earliest convenience so that the PSA Team can assist in determining whether there are any grounds for an appeal (please use form included in PSA Invigilator Guide).

5.4 Foundation schools **must provide** the PSA Team with full details of any appeals received and the outcomes.

## 6. Extenuating circumstances

6.1 A charge per candidate, per PSA sitting will apply. This will be charged to the UKFPO, but PSA Leads will be responsible for managing absence and re-sits so that charges are correctly processed.

6.2 PSA Leads must submit a full list of candidates registered to take the PSA four weeks before the test date. The registration lists will be the basis for invoicing UKFPO.

6.3 If a candidate is unable to attend their PSA sitting their place will still be charged unless they have a valid claim of extenuating circumstances.

6.4 An extenuating circumstances claim form is included in [Appendix G](#). PSA Leads should circulate a copy of this form to all candidates registered to take the PSA.

6.5 PSA Leads at foundation schools are responsible for collecting extenuating circumstances claims and supporting evidence from candidates. Information must be submitted from the candidate to the school within one working day of the PSA taking place. PSA leads must submit forms to the PSA team on [admin@mscassessment.ac.uk](mailto:admin@mscassessment.ac.uk) within two working days of the test.

## Appendix A. Example information email about PSA for candidates

**PLEASE NOTE THAT ONLY TRAINEES WHO HAVE NOT PASSED THE PSA SHOULD RECEIVE THIS EMAIL**

Dear F1 doctor,

Subject: Prescribing Safety Assessment 2018

Prescribing is a fundamental part of the Foundation Programme as doctors will write and review many prescriptions on a daily basis. The [British Pharmacological Society](#) and [MSC Assessment](#) have worked together to develop a Prescribing Safety Assessment (PSA) which allows all final year students to demonstrate their competences in relation to the safe and effective use of medicines. All F1 doctors are expected to pass the PSA before beginning their foundation training to demonstrate their prescribing competency. Those who have not taken the PSA or who have previously failed will be expected to take the PSA on **Tuesday 4<sup>th</sup> September 2018 at 1.30pm**. A PSA pass is considered valid for two years so those who passed the PSA before 2017 will be required to take it again. As a recipient of this email, it has been confirmed that you have not passed the PSA in the last two years, therefore are required to take the PSA on 4<sup>th</sup> September. If you have passed the PSA within the last two years, please contact me as soon as possible with evidence of your pass.

The PSA is an online assessment of knowledge, skills and judgement related to prescribing medicines in the NHS and will give you an opportunity to gain familiarity with prescribing duties expected of F1 doctors and to receive feedback on your performance.

The PSA is based on the competencies identified in the General Medical Council's [Outcomes for graduates](#) (originally published in *Tomorrow's Doctors*), such as writing new prescriptions, reviewing existing prescriptions, calculating drug doses, identifying and avoiding both adverse drug reactions and medication errors and amending prescribing to suit individual patient circumstances. The eight distinct prescribing areas: prescribing, prescription review, planning management, providing information about medicines, calculation, adverse drug reactions, drug monitoring and data interpretation are delivered over two hours. The content of each question refers to ailments and drugs you are likely to encounter in year one of the Foundation Programme.

We will shortly be forwarding your details to the PSA team who will create your account at <https://www.prescribingsafetyassessment.ac.uk>. After registration, you will receive an e-mail requesting that you activate your account. This will enable you to access further

information about the PSA and a practice papers giving you an opportunity to familiarise yourself with the online assessment environment. **You must activate your account** in advance of the PSA date in order to take part. If you do not receive an email it's likely your account has already been registered (if you were registered at medical school) and you can activate your account or reset your password on the PSA homepage.

The personal data collected from you will be processed in accordance with [MSC Assessment's Privacy Policy](#). You acknowledge that your personal performance data in the PSA will be passed to the UK foundation schools. In particular, information held about you may be used for (i) the purposes of audit and quality assurance to inform the future development of the PSA and of other national assessments; and (ii) BPS and MSC Assessment may retain and analyse or may make your personal data available to academic and other third parties, including the GMC, for future educational research projects. Such personal data may be made available for research to allow the linking of performance in the PSA to your other medical education data, but any output of this work would not personally identify candidates or be used to make decisions about you.

The data collected about you may be transferred to, and stored or processed at, a destination outside the European Economic Area. Please address any questions, comments and requests regarding PSA data processing practices to [enquiries.psa@prescribe.ac.uk](mailto:enquiries.psa@prescribe.ac.uk).

If you are normally in receipt of a reasonable adjustment for assessments and wish to apply for a similar adjustment whilst sitting the PSA, please respond to this email by **[insert date]**.

Best regards,

PSA Lead

**[signature]**



## Appendix B. Registration List Template

***Below is an illustrative example of the Registration List Template. The template saved in Excel format is sent to foundation schools as a separate, password-protected document.***

	A	B	C	D	E	F	G	H	I	J	K	L
1									Types of Reasonable Adjustments granted for the PSA. Please make sure you use the suggested categories as having complete and accurate information allows the PSA Team to analyse and monitor the effect of adjustments on			
2	Email Address	First Names	Last Names	GMC number	Date of Birth (dd/mm/yyyy)	PSA Date (dd/mm/yyyy)	PSA Start Time (hh:mm)	First sit (FS) or re-sit (RS)	Extra Time (specify amount %)	Separate room (y/n)	Other (please give details)	
3												
4												
5												
6												

## Appendix C. Example email about the PSA to registered candidates

Subject: Activation of account for Prescribing Safety Assessment 2018

Dear PSA participant,

You have now been registered on the PSA online assessment system to sit the Prescribing Safety Assessment on Tuesday 4<sup>th</sup> September 2018 at 1.30pm [amend if using March or May 2019 date] in [insert room if known]. Please note that you need to arrive at least 30 minutes before the start of the test.

**Your registered PSA email is the email address to which you received this message.** You must activate your account on <https://www.prescribingsafetyassessment.ac.uk> using the above email address **before the PSA date**. An automatic link will then be sent to your email address, which will allow you to set your PSA Account password, required on the day of the assessment. If you already have an activated account, you do not need to re-activate it but you can reset your password if necessary here: <https://prescribingsafetyassessment.ac.uk/password/reset>

**Please note that the PSA interface is not fully compatible with Internet Explorer, Safari, mobile devices or tablets. If you have trouble accessing the site, ensure you are using Google Chrome or Mozilla Firefox on a laptop or PC.**

Logging in early will give you access to familiarising materials and the practice papers. Please ensure you make time to watch the guidance videos that are available on the website after you have logged in. After the assessment, you will be encouraged to complete an evaluation form.

On the day, you need to:

- Have your ID (passport, driving licence)
- Know your registered PSA email address
- Memorised your PSA Account password
- Bring a pen or pencil if you wish to make notes (spare paper will be provided)

BNF and a calculator will be available on the PSA Interface. If you wish, you can bring a simple hand-held calculator with you, but you will not be permitted to use any personal electronic device during the assessment nor a calculator as part of another device e.g. phone.

**IMPORTANT:** If you are unable to attend your PSA sitting you must let us know as soon as possible, no later than two working days before the PSA date. If you are unable to attend on the day you must submit an extenuating circumstances form (attached to this email) [attach extenuating circumstances form which can be found in [Appendix G](#)] no later than one working day after the test.

Your PSA results will be available when you log into <https://www.prescribingsafetyassessment.ac.uk> in My Profile> Your Assessment Feedback section **approximately two weeks after the test**. You will receive an email from the foundation school to confirm when the results are available. **When accessing your results you must download and save a copy of your certificate**. Accounts are disabled at the end of the academic year so you will no longer have access to your certificate after then. **Please note, if you pass the PSA in September 2018 your PSA account will be disabled at the end of October 2018.** [Remove sentence for March and May PSA email]

Kind regards,

PSA Lead

[signature]

## Appendix D. Checklists

### 1) Ahead of PSA date

Basic requirement	Tick	Notes
1. Booking computer rooms for a <b>two-hour</b> assessment with adequate time for arrival, departure and, if applicable, extra time allowance		
2. Minimum computer room requirements: <ul style="list-style-type: none"> <li>• Recommended 1024 x 768 screen resolution</li> <li>• Reliable broadband web connection</li> <li>• Cookies and JavaScript enabled</li> <li>• Recommended Google Chrome</li> <li>• We <b>do not</b> recommend Internet Explorer or Safari. If using Mozilla Firefox, version 42.0 is a minimum.</li> <li>• Sufficient RAM and CPU to support contemporary web applications</li> <li>• All hardware clean and fully functional: ensure mice are not 'sticky', and monitors are clear</li> </ul>		
3. Identifying local PSA Lead		
4. PSA Lead tests <a href="https://www.prescribingsafetyassessment.ac.uk">https://www.prescribingsafetyassessment.ac.uk</a> in the booked venue (refer to <a href="#">2.2</a> ) and sends the list of static, public facing IP ranges if access to BNF and BNFC via Medicines Complete has to be arranged ( <a href="#">2.3.1</a> )		
5. Informing candidates about the PSA ( <a href="#">Appendix A</a> )		
6. Returning Registration List with candidate records to the PSA Team (including contact details for staff requiring access to the PSA interface for testing)		
7. Informing candidates of the PSA date, time and venue ( <a href="#">Appendix C</a> ) and reasonable adjustments they are granted to receive, if any		
8. Providing copies of the PSA Invigilator Guide to all invigilators		

## 2) Checklist on the day of PSA

Basic requirement	Tick	Notes
1. Invigilators briefed and supplied with copies of PSA Invigilator Guide, including form to record details of any issues		
2. All computers running, connected to Internet with <a href="https://www.prescribingsafetyassessment.ac.uk">https://www.prescribingsafetyassessment.ac.uk</a> loaded		
3. Spare computers available and running		
4. Spare paper provided for making notes (ensure note paper is collected at the end)		
5. Contact details of local IT team available		
6. PSA venue clearly signposted		
7. Signs put outside to ensure quiet during PSA and no access for candidates not taking the assessment		
8. A designated space where candidates can leave their belongings		
9. Attendance registers per room printed and handed to invigilators		

## Appendix E. Remediation for candidates who fail the PSA

All medical students in the final months of their undergraduate training should have acquired sufficient knowledge, skills and judgement to be able to pass the PSA with access to the British National Formulary (BNF). The PSA is blueprinted against the learning outcomes identified by the General Medical Council in [Outcomes for graduates](#) (originally published in *Tomorrow's Doctors*). The standard setting is related to the minimum competence expected of a new graduate. In 2017 the overall pass rate for UK medical school students was 96.5%.

Remediation for candidates who fail will include:

- In England, Wales and Northern Ireland: candidates will undergo a remediation programme using key modules from SCRIPT, an e-Learning tool relating to prescribing in the Foundation Programme. More information can be found in the separate SCRIPT administration guide.
- F1 trainees working in Scotland will be provided with an alternate remediation package relating to prescribing in the Foundation Programme. More information can be obtained by contacting Scotland Deanery.

Following the remediation candidates will be expected to re-sit the PSA on 11<sup>th</sup> March 2019. One further re-sit for those who fail again will take place on 13<sup>th</sup> May 2019. Trainees who are unable to demonstrate that they have passed the PSA as part of their ARCP will not be signed off at the end of the F1 year and will be granted a four-month extension in the first instance pending satisfactory completion of the PSA during the placement. The next opportunity to take the PSA will be with the incoming FP 2019 cohort.

If you have any questions about the remediation programme at your foundation school, or trainees who have failed to pass the PSA before the F1 year is complete, please contact [helpdesk@foundationprogramme.nhs.uk](mailto:helpdesk@foundationprogramme.nhs.uk).

## Appendix F: Instructions for testing PSA interface

Please note that the PSA website is not fully compatible with Internet Explorer or older versions of Mozilla Firefox. The recommended browser for the PSA is Google Chrome.

1. Log onto PSA website (<https://prescribingsafetyassessment.ac.uk/>). You are strongly advised to go to the 'Information for the PSA event organisers' tab and watch the video 'preparing to host your PSA event'.
2. Follow the link to the PSA Online Diagnostics tool (<https://www.prescribingsafetyassessment.ac.uk/check>). The form is automatically completed with the configurations of the PC you are using. The fields should match the minimum requirements outlined in the checklist in [Appendix D](#). If they do not, please liaise with the IT department to update the PC settings. If you are unsure, submit your form and the PSA technical team will be in touch if they identify any problems with the PCs that need to be rectified before the PSA date.
3. Next, click on the homepage and click onto one of the practice papers.

**Prescribing Safety Assessment**

Info - My Profile - Items - Editor - Admin - Contact us

You are logged in as Emma Horan | Log out  
Your session will expire in 59 min.

### Welcome to the Prescribing Safety Assessment

Prescribing Safety Assessment (PSA) events are scheduled to take place in all UK medical schools, some overseas schools, and in foundation schools.

Please follow the links below for more information about the background to and purpose of the PSA, how to prepare for a PSA assessment, what to expect on the day, and how to provide and receive feedback following the event.

About the PSA events | **Preparing for the PSA event** | During the assessment | Feedback | Information for event organisers | PSA Information Videos

Prescribing is one of the commonest tasks undertaken by Foundation doctors and, yet, is the one that many find to be the most challenging. The PSA is intended to be a valid and reliable assessment that allows final year medical students to demonstrate that they have the necessary knowledge, skills and judgement to begin their work as junior prescribers in NHS hospitals.

The PSA is blueprinted against the competencies expected of a medical graduate by the General Medical Council, which are identified in [Outcomes for graduates](#) (originally published in Tomorrow's Doctors). These include being able to write new prescriptions, review existing prescriptions, calculate drug doses, provide appropriate information about medicines, identify and avoid both adverse drug reactions and medication errors and amend prescribing to suit individual patient circumstances.

The PSA Team has been working with stakeholders over the years with the aim of developing a prescribing assessment that is fair, valid, reliable, of high quality and relevant to the work of a Foundation doctor. Pilot assessments have been run over recent years and have helped us to:

- Provide evidence of the validity and reliability of the PSA using psychometric analysis of performance data;
- Test the capacity of the PSA online delivery system;
- Identify the local capacity of medical schools to deliver a national online assessment;
- Gather feedback about the PSA from candidates and medical and foundation schools.

F1 doctors are now required to pass the PSA before progressing to FY2. Most UK students will take the PSA with their medical school. Those who do not take the PSA at medical school, or do not pass will be required to take the PSA at their foundation school. If this applies to you, more details will be provided to you by your foundation school.

We hope that, like the candidates who have previously participated in the PSA, you will find it to be an interesting and informative self-assessment of your knowledge and skills as you prepare for the F1 role. The clinical scenarios are similar to those that will be included in local assessments and simulate situations that you might encounter in your early postgraduate career.

**Before your PSA event please take the time to view the brief presentations prepared by Professor Simon Maxwell, PSA Medical Director. To view these presentations covering the background and conduct of the PSA and types of questions you will encounter please visit the [PSA Information Videos](#) page.**

A demonstration PSA paper is available below to help you practice using the PSA site and completing a PSA test. This paper is simply to familiarise yourself with the format of the test:

[PSA demonstration paper](#)

To access the interactive PSA Practice assessments, click on 'My Profile' on the top bar menu and then 'Practice assessments' or click on direct links:

- [Practice Paper 1 - pass score: 63%](#)
- [Practice paper 2 - pass score: 60.5%](#)
- [Practice paper 3 - pass score: 60%](#)

- Start the practice paper and click through each item type to ensure that text is displayed correctly (the item type is in the top left hand corner of the screen).

**Prescribing Item** ID 1207 This question item is worth 10 marks

Pharmacy Stamp Please don't stamp over age box	Age 68 yr	Miss Olivia Smith 123 Smith Street S29 9RT, London
	D.O.B. 01/01/1948	
Number of days' treatment N.B. Ensure dose is stated	28	

**Endorsements**

Drug Name  
Dose  
Route  
Frequency

**Signature of Prescriber**  
including surname  
Date dd/mm/yyyy

For Dispenser  
Sunshine Health Centre  
Dr Tom Baker  
1452 Lane  
S29 9PE, London  
Tel: 123456789

**Prescribing request**  
Write a prescription for ONE drug that will reduce her serum cholesterol and risk of cardiovascular events.  
(use the general practice prescription form provided)

previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 next

- If the question refers to an image, please ensure the image is displayed correctly (for quick reference, question 3 in practice paper 2 contains an image).

**Prescribing Item** ID 2685 This question item is worth 10 marks

Date	Start Time	Infusion Solution	Volume	Duration	Infusion Rate [mL/min]	Signature (including surname)
				please select		

**FLUID ADMINISTRATION RECORD**

Click the image to the original size.

**Prescribing request**  
Write a prescription for ONE IV fluid that is most appropriate as the next bag to maintain his hydration while he is nil by mouth.  
(use the hospital fluid prescription chart provided)

previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 next



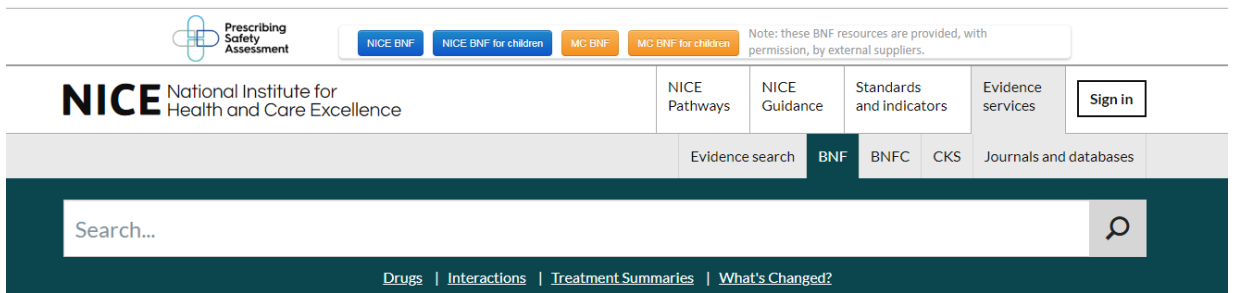
6. Click on the BNF button at the top of the page. A new window will open with four buttons:
- NICE BNF
  - NICE BNF for children
  - MC [Medicines Complete] BNF
  - MC for children



Please select the source of the BNF that works for you from the buttons above.

7. The NICE BNF is freely available so the NICE links should direct you straight to its BNF and BNFC.

NICE BNF:



# BNF

Last updated: 3 April 2018

## Browse by A-Z list

- > **Drugs**  
Browse the list of drug monographs, arranged alphabetically.
- > **Interactions**

## Browse by type

- Wound management**  
Browse wound management products and elasticated garments, by type.
- Medical devices**

## Dental Practitioners' Formulary

View the list of approved preparations

## Nurse Prescribers' Formulary

NICE BNF for children:

Prescribing Safety Assessment

NICE BNF | NICE BNF for children | MC BNF | MC BNF for children

Note: these BNF resources are provided, with permission, by external suppliers.

**NICE** National Institute for Health and Care Excellence

NICE Pathways | NICE Guidance | Standards and indicators | Evidence services | Sign in

Evidence search | BNF | **BNFC** | CKS | Journals and databases

Search...

Drugs | Interactions | Treatment Summaries | What's Changed?

# BNF

for Children

Last updated: 3 April 2018

## Browse by A-Z list

### > Drugs

Browse the list of drug monographs, arranged alphabetically.

### > Interactions

Browse the list of drug interactions, arranged alphabetically.

## Browse by type

### Medical devices

Browse medical devices, by type.

### Borderline substances

Browse borderline substances, by type.

### Dental Practitioners'

### Nurse Prescribers' Formulary

View the list of approved preparations and appliances.

### Medicines Guidance

Browse medicines guidance and related topics.

- The Medicines Complete BNF and BNFC links should automatically log you in if your institution has a subscription which covers the computer rooms you are using for the PSA. If you do not have a subscription you will see the following page:

Prescribing Safety Assessment

NICE BNF | NICE BNF for children | MC BNF | MC BNF for children

Note: these BNF resources are provided, with permission, by external suppliers.

MedicinesComplete

Publications | Sectors | Updates & Help | Contact | LOGIN

Expert knowledge on drugs and medicines

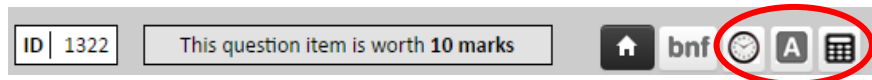
Explore | Subscribe

Publishing arm of ROYAL PHARMACEUTICAL SOCIETY

If the page above is displayed, you will need to send the PSA team the external facing IP ranges for the computers that will be in use for the PSA. Your IT department should have these ranges; alternatively, you can find the IP address for each computer by Googling “What is my IP address?”

Send these addresses/ranges to [admin@mscassessment.ac.uk](mailto:admin@mscassessment.ac.uk) as soon as possible. We will arrange for access to be enabled and confirm once this has been done so that the sites can be re-tested.

9. **Additional tests** – next to the BNF button there is a clock button which displayed the current time and elapsed time for the test, a button containing abbreviations used, and a calculator. Please click on each of these to make sure the correct pop up opens and that the calculator can be used.



If anything is not being displayed correctly or if you see anything that doesn't look right please take a screenshot and send it to [admin@mscassessment.ac.uk](mailto:admin@mscassessment.ac.uk) as soon as possible, confirming the browser version being used.

## **Appendix G. Extenuating circumstances**

### **What are extenuating circumstances?**

Extenuating circumstances are considered to be events which are severe, exceptional, unplanned and unavoidable which occur close to the date of the PSA, and seriously affect the ability of a trainee to undertake the PSA on the date for which they are registered. Such events include bereavement, serious short-term illness or injury.

### **What to do if a trainee has extenuating circumstances**

Trainees should notify the named PSA lead at their foundation school or Trust if they are unable to attend the PSA. Trainees declare themselves fit and well by entering the venue on the date of their PSA. Claims of extenuating circumstances cannot be made retrospectively after taking the PSA. A trainee's PSA score will not be changed in any circumstance as the result of a claim of extenuating circumstances.

The 'burden of proof' to support a claim of extenuating circumstances lies with the trainee at all times. Trainees are required to submit their claim of extenuating circumstances using the PSA 2018 Extenuating Circumstances Form with appropriate supporting independent evidence at the earliest opportunity and normally no later than one working day after the date of the PSA for which they are registered. The claim must be submitted to the foundation school manager who will then provide the information to the PSA Team.

Each claim of extenuating circumstances is considered on its own merits and as an individual case, at the discretion of the PSA Team. If a trainee is deemed by the PSA Team to have extenuating circumstances, the fee for the PSA they were originally registered for will be waived and the trainee will be re-registered to take the test on the next national foundation school date.

### **In the event of being taken unwell during the PSA**

Trainees declare themselves fit to sit by starting the PSA. If a trainee is taken suddenly and severely unwell after the start of the PSA, the Lead Invigilator may permit the trainee to exit the test and take the PSA on the next date as a first sit without a charge. It is the responsibility of the trainee to let the invigilator know if they are taken suddenly unwell during the PSA. The trainee must disclose if they wish to continue the test or claim extenuating circumstances if approached by an invigilator about their wellbeing during the PSA. An extenuating circumstances request form must be submitted, along with supporting medical evidence. NB If a trainee has been granted extenuating circumstances once, a second claim will not be considered.

A trainee who is taken severely or suddenly unwell but stays in the test venue to continue with the PSA will not be given any additional time and will not be able to claim extenuating circumstances. Claims of extenuating circumstance cannot be made retrospectively after taking the PSA. A trainee's PSA score will not be changed in any circumstance as the result of a claim of extenuating circumstances.

## **1. The following would normally be considered to be acceptable extenuating circumstances:**

The following list illustrates examples of extenuating circumstances that seriously affect the ability of a trainee to undertake the PSA on the date for which they are registered. This list is given without prejudice and for general guidance; it is not exhaustive, definitive or prescriptive.

- Medical or dental emergency of the trainee - An original medical certificate or a letter from the health professional who has examined the trainee for this illness/ hospitalisation on the day of, or in the days immediately preceding, the PSA. The evidence must confirm the nature and severity of the circumstance, and make clear that the trainee is unfit to undertake the PSA. For a long-term health condition, the evidence must confirm that there has been a flare up at the time of the PSA.
- Medical emergency of a close relative, partner, friend or third party for whom the trainee has caring responsibilities - Where there is a demonstrably close relationship between the trainee and the affected individual, independent evidence must confirm the impact on the trainee's ability to undertake the PSA.
- Bereavement or funeral of a close relative, partner, friend or third party for whom the trainee has caring responsibilities, close to the date of the PSA - Where there is a demonstrably close relationship between the trainee and the deceased, the trainee must provide a death certificate or a letter confirming the death from an independent person (not a family member) with their contact details provided.
- Victim of crime on or close to the date of the PSA - A written statement of events, which is supported by written evidence from the police (including a verifiable crime reference number). Where relevant, an original medical certificate or letter from an appropriate professional confirming the impact the reported crime has had on the trainee's ability to undertake the PSA.
- Severe transport disruption - Independent evidence of the incident and the scale of impact, plus evidence of intention to travel via this route e.g. a copy of flight tickets.

## **2. The following would not normally be considered to be acceptable extenuating circumstances:**

- Late arrival at the PSA venue. Trainees arriving after the PSA has started will be refused entry.
- Personal disruptions or events which could have been anticipated, such as travel plans, weddings, changing address or employment.
- Visa issue or permit to travel to the UK.
- Accommodation issues - Trainees who do not have access to accommodation during a period of assessment are advised to travel to the PSA venue in advance or book temporary local accommodation (e.g. a hotel).
- Care responsibilities - Alternative care arrangements may need to be made by the trainee.
- 'Exam stress' - Feeling 'below par' leading up to and during the PSA will not be considered.
- Financial difficulties.
- Late declaration of a disability - The deadline for providing evidence of a disability requiring reasonable adjustments is included in the email to trainees required to take the PSA.

- Religious observance - The PSA dates are selected to avoid religious holidays that we are aware of. Candidates may request an alternative start time on the grounds of religious observance as a reasonable adjustment. NB: candidates will need to be quarantined.
- Feeling unwell during the PSA and not disclosing it – It is the responsibility of the trainee to keep invigilators informed if they feel too unwell during the test to continue. Trainees declare themselves “fit to sit” by starting the PSA and must report if they are taken suddenly unwell and cannot continue the test. Trainees who make a claim about feeling unwell following the PSA will not be granted extenuating circumstances.
- Being scheduled on a shift/on call during the PSA. The foundation school will liaise with Trusts to avoid clashes with the PSA and rotas. If trainees are aware that they have been added to a rota when their PSA is scheduled, it is their responsibility to raise it with the foundation school manager or PSA Lead.

### **3. Standard of evidence**

Claims of extenuating circumstances, and accompanying evidence, must be submitted to the named lead at the foundation school at the earliest opportunity and normally no later than one working day after the date of the PSA. This will then be passed on to the PSA Team for consideration.

The named lead at the foundation school reserves the right to take such steps as deemed necessary to verify the evidence submitted without prior notification.

Evidence submitted by trainees would normally be expected to meet the following standards:

- Evidence must be written by independent, appropriately qualified professionals.
- Evidence must be on headed paper, and signed and dated by the author, and provide the GMC reference number (or equivalent) of the practitioner, where relevant. Evidence presented by email may be acceptable if the email has been sent by the author from the official domain name of the author's organisation.
- Full contact details of the author must be provided, including name, telephone number, email address and postal address.
- Evidence must be dated at the time of the reported extenuating circumstance and may not be retrospective.
- Evidence must be in English. It is the trainee's responsibility to provide supporting documentation and any translation should be undertaken by an accredited translator (e.g. be a member of the Association of Translation Companies - <http://www.atc.org.uk/en/>).
- Evidence must be original. Copies of supporting evidence will only be accepted in exceptional circumstances.
- Evidence must be unaltered by the trainee. Documentation that has been amended for any reason will be deemed inadmissible by foundation school.
- Character witnesses are not acceptable.
- The foundation school should only uphold a trainee’s claim of extenuating circumstances when, in their opinion, all of the above clauses are fully satisfied.
- The decision of the PSA Team is final.

### **4. Confidentiality of Evidence**

By submitting a claim of extenuating circumstances, the trainee acknowledges their personal data will be held for the purposes of processing the claim, in accordance with the Data Protection Act 2018.

Confidential information will only be shared on a 'need to know' basis. Any trainee wishing to restrict the sharing of such information should make his or her wishes known in writing. Normally such wishes will be respected unless to do so would be against the best interests of safety or security of any person(s).

The foundation school reserves the right to contact a third party directly to verify the evidence provided. The UKFPO reserves the right to request access to the extenuating circumstances claim form and accompanying evidence.

Trainees should be aware that the foundation school cannot respond to a trainee's circumstances if they remain unaware of relevant information.

**CONFIDENTIAL**

**PSA 2018/19 EXTENUATING CIRCUMSTANCES CLAIM FORM**

This form should be completed to make the foundation school aware of any extenuating circumstances which seriously affect your ability to undertake the PSA on the date for which you are registered. Please read the guidance notes fully.

This form must be completed and returned to the named lead at your foundation school at the earliest opportunity, and normally no later than one working day after the date of the PSA for which you are registered.

<b>Name</b>	
<b>Foundation school</b>	
<b>E-mail address</b>	
<b>Date registered to take PSA</b>	
<b>Date claim submitted</b>	

<b>Details of extenuating circumstances</b>

<b>List below the documentation which you have attached in support of your statement</b>

The foundation school reserves the right to verify the validity of supporting evidence by contacting the third party directly, and to reject claims where evidence is not provided. If there is evidence that you have fraudulently presented documentation, you may be charged for the missed PSA sitting.

**I confirm that the information I have given is true, and that I have read and understood the guidelines on extenuating circumstances**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**Data protection**

I understand that my personal information and other relevant details as set out above will be used to process my request for extenuating circumstances. I understand that this information will not be used for any other purpose without my prior consent unless authorised by law.

**SIGNED:****DATE:**