

COMPETENCY ASSESSMENT OF OVERSEAS PHARMACISTS (CAOP) EXAMINATION – STREAM B

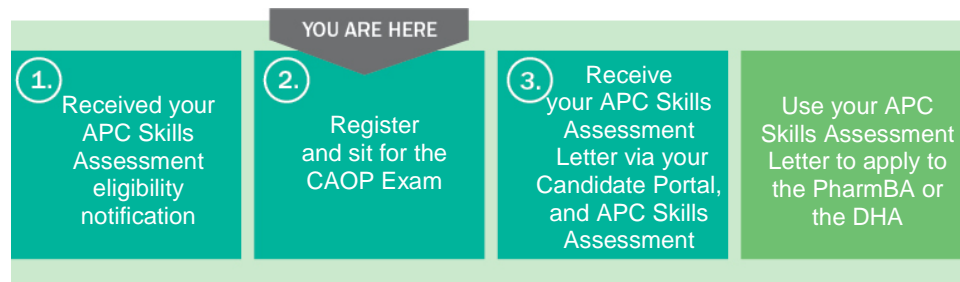
The [APC Skills Assessment-Stream B](#) is composed of an eligibility assessment and a knowledge assessment. Candidates will be required to successfully pass the paper to receive the APC Skills Assessment letter.

The Competency Assessment of Overseas Pharmacists (CAOP) Examination is designed to test your ability to apply your pharmaceutical knowledge and competence to practice issues in an Australian setting.

The CAOP Exam online fee is currently **AUD 1,800** per attempt.

Following the satisfactory completion of the CAOP Exam, you will be required to complete the [Pharmacy Board of Australia's](#) (PharmBA) registration requirements to be eligible for full registration.

Candidates should carefully review this information sheet in its entirety before registering for an exam.



1. YOU RECEIVED YOUR APC SKILLS ASSESSMENT ELIGIBILITY NOTIFICATION

- ✓ You received an APC Skills Assessment eligibility notification advising you were eligible under Stream B to sit the CAOP Exam.

2. REGISTER AND SIT FOR THE CAOP EXAM

- Check the [exam dates and places](#) page on the APC website for the exam schedules
- Special Needs Accommodation Requests: All requests should be emailed to exams@pharmacycouncil.org.au if you require special needs accommodation at the exam venue on the exam day
- Sign-in to APC's [Candidate Portal](#)
- Use the dropdown menu at the top of your Candidate Portal, go to "My Portal"
- Go to section 2. 'Register and Complete the CAOP Examination' and click on 'Book an Exam'
- Wait while the system is diverting you to the Pearson VUE web site
- Select your test centre, date and time, and proceed to checkout
- Agree to Policies
- Submit order and review summary page
- Receive your confirmation email from Pearson VUE. Your seat has been **temporarily reserved** at this point in time
- Return to the APC website to make payment, the reservation will be cancelled if payment is not successfully made within 30 minutes
- Use a credit card (Mastercard or Visa) to pay the application fee which is currently AUD 1800 per attempt
- If you do not complete payment in time, you will be logged out and you will have to start the process again. Once payment has been made then your seat will be secured
- Receive the exam reminder email: The APC will send you a reminder email approximately one week before your exam date
- Attend your exam venue and complete your exam

3. RECEIVE YOUR APC SKILLS ASSESSMENT LETTER

- You or your nominated agent will receive an email from us when the CAOP Exam results are available to view / download in your APC [Candidate Portal account](#). If you pass the CAOP exam, the APC will send the APC Skills Assessment letter to you / your nominated agent's email address.
- If you pass the exam, you can view/download your Results Certificate in your [Candidate Portal account](#).

ADDITIONAL INFORMATION

For further information on the APC Skills Assessment process, please visit the Assessments section on the main page of our website and download the '[APC Skills Assessment-Stream B](#)' information pack.

THE APC CANDIDATE PORTAL ACCOUNTS

Candidates who have previously set up an account in the APC [Candidate Portal](#) can sign-in with their existing username and password.

Candidates who do not have existing sign-in details can contact us at exams@pharmacycouncil.org.au by providing the following information:

- the full name
- the date of birth (DD/MM/YYYY)
- the APC reference number
- a scanned copy of the APC Skills Assessment Eligibility notification / letter.

Candidates will be sent sign-in details upon confirmation of the above details.

PEARSON VUE ACCOUNTS

The APC candidate portal will automatically direct you into a Pearson VUE account. No account creation is needed.

NOMINATING AN AGENT / THIRD PARTY TO ACT ON YOUR BEHALF

If you would like to appoint someone to liaise with APC on your behalf (e.g. migration agent, family member, or friend), you will need to upload the agent authorisation form that is available in the 'If You Use an Agent' section when setting up your profile in the APC [Candidate Portal](#). Both you and your agent must sign the [Agent Authorisation](#) form. Under Australian privacy legislation, we must have a written authority form from you before communicating with anyone on your behalf.

Please note that APC will not correspond with you (the candidate) directly if you have nominated an agent/or third party to act on your behalf.

Please note that the email addresses for the candidate and the agent/third party must be different.

ENGLISH LANGUAGE REQUIREMENTS

Candidates are not required to provide evidence of their English language skills to be eligible to sit the CAOP Exam.

The Australian Health Practitioner Regulation Agency (AHPRA) will require you to provide evidence of English proficiency to complete the [Pharmacy Board of Australia \(PharmBA\)](#) registration requirements to be eligible for general registration as a pharmacist in Australia. You should consult the [Department of Home Affairs](#) (DHA) for further information on the English language requirements associated with visa / migration applications.

EXAM DATES AND PLACES

You need to select your examination details including venue, date, and time, to complete your exam registrations.

Please refer to our [exam dates and places](#) page for details about when, where and what to bring to the exam.

FEES AND PAYMENT

AUD 1,800 per attempt

Payment must be made by credit card (Visa or MasterCard) online. We do not accept any alternative forms of payment. You must complete payment within 30 minutes.

Your credit card must be issued by a bank located in the same country that you are a resident in. If it is not, the payment will be suspended, and you will not be able to complete the transaction. Please contact your financial institution if you require any advice relating to credit card payments.

A payment receipt will be sent to your nominated email address after completing payment.

Other fees and charges:

- AUD 70 - Exam Remark fee (upon request)
- AUD 80 - Administration fee (for reprinting of APC official documents)
- AUD 450 - Appeal to the APC Appeals Panel (upon request)
- AUD 900 - Appeal to Independent Appeals Committee (upon request)

REFUNDS

Please refer to the '[APC Refund of Fees for Examination Cancellation Guidelines](#)' for comprehensive information on the processes and procedures available to APC candidates wishing to withdraw from an exam. This policy is also applicable to candidates who may incur illness or personal circumstances that may prevent you from attempting the exam on the day.

SPECIAL NEEDS ACCOMMODATION

Special needs accommodation is the arrangement made by us to assist candidates who have physical or personal conditions that require support on the day of the exam.

If you have a condition that may affect your ability to take the exam, you should send your requests to exams@pharmacycouncil.org.au, and provide current supporting documentation, e.g., a medical certificate from an appropriately qualified practitioner, along with your request. The documentation will be used to verify a condition and provide relevant and useful information in assessing appropriate adjustments or accommodations. We will then review your application and contact you if we require additional information.

If your request is approved, we will notify you by email. We will also notify the venue coordinator who will provide you further guidance on the day of the exam.

It takes time for special needs accommodation requests to obtain approval. If you think you may require special needs accommodation, please contact us well in advance of the closing date of your exam registration.

Examples of special needs accommodations that we may be able to arrange for you are:

- Additional time
- Permission to leave the exam room for breaks
- Permission for more leg room due to an injury

We are unable to facilitate any special needs accommodation requests after the exam registration closure date.

IDENTIFICATION REQUIRED TO SIT THE EXAM

Please provide two identity documents (IDs) to enter the exam venue and sit the exam.

Primary ID

- International Passport
- Government issued national/country identity card (with photo)
- Government issued citizenship card (with photo)
- Australian/NZ driver's licence

Secondary ID

- Debit (ATM) card
- Credit card
- Any form of ID on the primary list

Please refer to our [exam dates and places](#) page for information about the mandatory documents required to sit the CAOP Exam.

EXAM APPROACH AND DELIVERY

High-stakes exam development and delivery require the highest levels of security and accuracy.

In partnership with Pearson VUE, we deliver our high-stakes pharmacy exams to thousands of candidates around the world.

Through regular subject-matter reviews and psychometric analysis, we ensure the reliability, defensibility and validity of our exams.

EXAM FORMAT

The CAOP Examination is a computerised examination delivered via Pearson VUE software.

It consists of 105 multiple-choice questions and one short answer response question.

Candidates must complete the exam paper within 3 hours.

Each multiple-choice question contains a stem, either a question phrase or short paragraph and four possible answers

There is only one correct answer for each multiple-choice question.

The short answer question contains a short patient scenario and an associated question. Candidates are required to provide a written response to the question. An example of the

short response may be a letter or email to a doctor detailing medication related considerations.

The Pearson VUE software randomises the order of the questions. However, the questions related to the calculations content area will always appear in the first 8 questions of each exam, and the short answer question will always be the last question in the CAOP examination.

EXAM SUBJECT AREAS

The CAOP Exam covers five content areas based on the [National Competency Standards Framework for Pharmacists in Australia 2016](#). The areas covered in the exam are:

- Calculations
- Appropriate approaches to medication management and health promotion
- Implementation of medication management strategies and plans
- Monitoring and evaluation of medication management strategies and plans
- Use appropriate communication skills

EXAM QUESTION TYPES

Questions may either stand-alone or be associated with a patient profile.

Stand-alone questions are those questions that are self-contained. You will be given all the information required to answer the question.

Patient profile questions are 2 to 5 questions that are linked to content found in a patient record or profile. The patient profile will provide candidates with basic information about the patient (e.g. age, weight, allergies) and also more detailed information like a presenting complaint(s), any test results and the medication history.

Patient questions should be answered within the context of the profile. The answer to a question in the profile will not be dependent upon correctly answering another question. Candidates will be able to answer each question independently of other associated questions.

PREPARING FOR THE EXAM

The below resources are available to support candidates with preparing for an exam:

- downloadable practice exams
- downloadable Guide for the CAOPS Exam
- online tutorial to give you the chance to see the computer software used to deliver the exam.

All resources are located on our [exam resources](#) page.

APC exams are set on the latest information available through relevant journals, publications and textbooks. It is up to the candidate to obtain the latest information. APC does not endorse any reference sources.

ITEMS PERMITTED / NOT PERMITTED IN THE EXAM ROOM

The CAOP exam is a closed-book exam.

Permitted items:

- calculator (must not be internet capable)
- an online calculator will also be provided as part of the exam software.
- Candidates can bring one copy of each of the following reference materials (maximum three books) into the exam room. The reference material should NOT contain annotations, handwritten notes or loose additional notes. However, parts of the text may be highlighted or flagged prior to the exam
- **Australian Medicines Handbook (AMH)** – The Australian Medicines Handbook is an evidence based independent medicines reference preferred by thousands of clinicians in the Australian healthcare sector
- **Australian Pharmaceutical Formulary (APF)** – This everyday guide to pharmacy practice is an invaluable pharmacy practice resource
- **British National Formulary (BNF)** – The latest edition of the British National Formulary in print, with an improved monograph structure and treatment summaries for all drugs commonly prescribed in the UK.

Non-permitted items:

- wrist watches, mobile phones, tablets or other electronic devices at your workstation
- pencils/pens into the exam room (an erasable marker and notepad will be provided to you)

EXAM RESULTS AND NEXT STEPS

Results are available to view / download in the APC Candidate Portal account approximately 4 weeks from the exam date. APC releases its exam results as PASS or FAIL only.

You must achieve the following minimum pass marks to achieve an overall PASS for the CAOP Examination.

Please note: you must achieve at LEAST the minimum pass mark in each content area and an overall pass mark across the entire CAOP paper. The overall pass mark is not a fixed percentage, but a mark measured against a rolling mean of results for past CAOP papers measured in order to ensure consistency of difficulty and discrimination across papers.

CONTENT AREA	PASS MARK
Calculations	63% or above
Appropriate approaches to medication management and health promotion	50% or above
Implementation of medication management strategies and plans	50% or above

Monitoring and evaluation of medication management strategies and plans	50% or above
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You or your nominated agent will receive an email from us when your exam result/s are available to download on our website. This email will contain the link to the APC Candidate Portal, and information on how to login to access your results.

For both successful and unsuccessful candidates: Your **Results Certificate** can be downloaded from the APC Candidate Portal.

If you cannot view your results in your Candidate Portal, please email the APC exams team at: exams@australianpharmacycouncil.org.au with your full name and date of birth.

For successful candidates: Your Skills Assessment Letter will be emailed to you. You will require your **Results Certificate** and the **Skills Assessment Letter** to apply for provisional registration with [AHPRA](#).

You are only permitted 2 attempts at the CAOP Exam. If you fail the CAOP exam twice, you will be required to sit the KAPS Exam prior to receiving a Skills Assessment Letter.

UPDATING YOUR CONTACT DETAILS

Candidates are required to provide us with written notification of a change in contact details/address. The [Change in Contact Details](#) form must be signed to be valid.

VALIDITY OF EXAM RESULTS

If you pass, your exam pass result will be valid for APC purposes for 3 years from the date on the APC Skills Assessment letter.

APPEALING A DECISION / REQUESTING AN EXAM REVIEW

Please refer to the [APC Appeals Policy](#) for comprehensive information on the processes and procedures available to APC stakeholders wishing to appeal an APC decision, including applying for an exam review.

CONTACT US

Candidate Portal Login Issues / Exams Enquiries:

APC Exams Team

Email: exams@pharmacycouncil.org.au

Phone: +61 2 6188 4288 –select option 2 for the Exams Team

Eligibility / Assessments Enquiries:

APC Assessments Team

Email: assessments@pharmacycouncil.org.au

Phone: +61 2 6188 4288 –select option 1 for the Assessments Team

OTHER USEFUL CONTACTS

Pharmacy Board of Australia

Web: www.pharmacyboard.gov.au

Phone: within Australia call 1300 419 495; from outside Australia call +61 3 9275 9009

Pharmacy Council of New Zealand

Email: enquiries@pharmacycouncil.org.nz

Web: www.pharmacycouncil.org.nz

Phone: +64 4 495 0330

Australian Department of Home Affairs

Web: <http://www.homeaffairs.gov.au/>

Phone: within Australia call 131 881; from outside Australia please contact the relevant Australian Immigration office overseas