

2023 DIGITAL MEDIA REQUISITION (DMR) FOR OFFICIAL COMMUNICATION

TECHNICAL DEPARTMENTS ¹ (DMR or official documentation request)														
Name and Surname		Kamohelo Malaku												
Name of Department:		Professional Affairs					Date:		3 1 / 0 5 / 2 0 2 3					
² Target audience (e.g., RPs and Tutors)								Interns, tutors, RPs, HoPs						
ATTACH MESSAGE ³TO BE SENT OUT WITH THIS REQUISITION														
Reason for communication														
Inform interns of the instructions for the Practice Pre-registration Examination														
External Communication channels (Please tick preferences)		E-mail	<input checked="" type="checkbox"/>	SMS	<input checked="" type="checkbox"/>	Social Media	<input type="checkbox"/>	Webinar	<input type="checkbox"/>	Video/ Podcast	<input type="checkbox"/>	<input type="checkbox"/>		
PRIORITY LEVEL (When must be sent out/completed)														
LOW (Can be sent out/completed within the next 30 working days)		<input type="checkbox"/>	MEDIUM (Can be sent out/completed within the next 7 working days)		<input type="checkbox"/>	HIGH (Should be sent out within 12- 24 hours)		<input checked="" type="checkbox"/>						
TECHNICAL DEPARTMENT HOD APPROVAL SIGNATURE														
TO BE COMPLETED BY CSR (COMMUNICATION UNIT)														
EDITING SIGN-OFF (Attach edited and final bulk e-mail)														
						3 1 / 0 5 / 2 0 2 3								
MD MASHISHI MANAGER: COMMUNICATION AND MEDIA						DATE								
Recommended		<input checked="" type="checkbox"/>	Not Recommended		<input type="checkbox"/>	3 1 / 0 5 / 2 0 2 3								
						DATE								
E VENTER SENIOR MANAGER: CSR														
⁴CORPORATE SERVICES														
The Registrar/CEO or his delegated Acting Registrar/CEO should approve ALL EXTERNAL communication. The Chief Operating Officer should NOTE all external communication published unless he/she is the delegated Acting Registrar/CEO who then should approve ALL EXTERNAL communication														
MM MOKOENA CHIEF OPERATING OFFICER				Noted and in Agreement		✓		Noted and NOT in Agreement						
Date		3 1 /		0 5 /		2 0 2 3								
Only in the absence of the Registrar, this Communication is approved by the: ACTING REGISTRAR/CEO				Approved				Not Approved						
Date						2 0 2 3								
VM TLALA REGISTRAR/CEO				Approved		✗		Not Approved						
Date														
SENDING OF APPROVED CAMPAIGN														
SIGNATURE ⁵ CONFIRMATION OF CAMPAIGN SENT														
NUMBER OF E-MAILS SENT														
DATE SENT														

¹ This requisition can be used for all digital media requests (e.g social media, bulk e-mail, SMS, etc), official documentation or communication requests [Please indicate preferred communication channel(s)]

² A complete correct electronic database of intended recipients for this campaign should be sent with any communication requisition

³ In the case of a bulk e-mail to be sent out please use the approved Bulk e-header template provided with this Bulk Communication Requisition form

⁴ All digital media campaigns or official documentation must be **approved** by the Registrar/CEO or a person delegated by him prior to it being distributed or published

⁵ The following designations have the right to send out **approved** communication campaigns: SM: CSR; Manager: Communication and Media; Manager: Stakeholder Relations and Communication and Media Practitioners and Officers.

Email to be approved



SAPC e-Note: PHARMACIST INTERN: PRE-REGISTRATION EXAMINATION

Dear Pharmacist Intern,

SAPC e-NOTE: PHARMACIST INTERN: JUNE 2023 PRE-REGISTRATION PRACTICE EXAMINATION

You are registered to write the remote/online pre-registration practice examination on 01 June 2023.

Please take note of the following guidelines for the exam:

Setting up	<ol style="list-style-type: none"> 1. Please use Google Chrome/Firefox/Microsoft Edge to access the exam. 2. If using Microsoft Edge, ensure that you have updated your computer's Windows OS version to at least a Windows 10. 3. Use the link: https://proctorededu.com/check to test the compatibility of your laptop/desktop. 4. The remote examination will be invigilated live using a proctoring software. 5. You are only permitted to use one screen such as a laptop or a personalised computer to write the examination. The examination platform will not allow the connection of a second screen. 6. You will be required to connect your smartphone via a QR code for a better view of your workspace and examination room. 7. Please ensure that you are dressed appropriately, and your smartphone is placed at an appropriate angle covering the full view of the workspace and examination room.
08h00 – 09h00	<ol style="list-style-type: none"> 8. Access the examination link on the SAPC website's Pharmacist Intern portal, under Pre-Registration Examination OR click on this direct link: http://bit.ly/ExamLogIn 9. An OTP will be sent to your cell phone and email. 10. Allow the SAPC to access your location, camera and entire screen when prompted. 11. Follow the equipment check steps and take a photo when prompted. 12. Read the examination guidelines before the exam starts. 13. Please follow this link for a demonstration of the steps to follow in order to access the examination [insert link]
09h00 – 11h00	Write the Calculations section
11h00 – 11h15	Break

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11h15 – 11h30	<ol style="list-style-type: none">1. Access the examination link on the SAPC website Pharmacist Intern portal, under Pre-Registration Examination OR click on this direct link: http://bit.ly/ExamLogin2. An OTP will be sent to your cell phone and email.3. Allow the SAPC to access your location, camera and entire screen when prompted.4. Follow the equipment check steps and take a photo when prompted.5. Read the examination guidelines before the exam starts.
11h30 – 14h00	Write the General section
14h00	Complete the post-exam survey

*Please be patient when waiting for the examination to start at 09h00.

Where to access the examination?

The examination can be accessed on the SAPC website under **Registered persons** → **Pharmacist Intern** → **Pre-reg Examinations**. Alternatively use the below URL to connect:

https://www.sapc.za.org/Intern_pre_registration

Pharmacist Intern

[Overview](#) [Scope of Practice](#) [Internship](#) [Manual](#) [CPD](#) [Pre-Reg Examinations](#) [Applications](#) [Fees](#) [Login](#)

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



PRE-REGISTRATION EXAMINATION

Please [click here](#) to access the pre-registration examination (01/02 March 2023).

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

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

Who can you contact for help?

If you need to contact SAPC before you logon to the exam platform, use the WhatsApp number		+27 76 341 8929
If you need to contact SAPC once you have logged onto the exam platform, click on "Chat with invigilator"		

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

What do you need for the exam?

- Laptop/Desktop with a camera
- Smartphone as a second device
- Pen/pencil and paper
- Reference materials
- Calculator

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

PROFILE PICTURE

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

- a colour image taken within the last six (6) months;
- cover head and shoulders; and
- against a plain background.

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

TESTING OF YOUR DEVICES

Before you write the examination, you need to check that the browser you are using can access your camera and location. You also need to enable pop-up messages.

The operating system on most devices has an inbuilt camera app. Select the start button and select the camera from the list of apps. Open the app and ensure that you can see a clear image of yourself.

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

Please be aware of the following:

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

When will you receive your results?

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

Yours sincerely,

VM Tlala

Registrar/CEO

Accessible quality pharmaceutical services for all

SMS to be approved

Dear Intern,

Communication regarding the practice pre-reg. exam on 01 June 2023 has been emailed to you. See your email details.

Dear Tutor/RP/HoPS,

Communication regarding the practice pre-reg. exam on 01 June 2023 has been emailed to interns. Interns should check their email for details.
