

Examination Handbook

Certificate in Human Pharmacology

Guidance and Regulations for Candidates:
Online Remote Invigilated Exams



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PART I: CERTIFICATE IN HUMAN PHARMACOLOGY EXAMINATION GUIDANCE NOTES

Introduction

These notes are intended to help candidates prepare for the examination for the Certificate in Human Pharmacology (CHP). The notes should be read in conjunction with the *Candidate Guide and Syllabus*, together with the *Examination Regulations and Procedures* which follow in Part 2 of this handbook. The examination is designed to test knowledge and the application of that knowledge, such as the ability to interpret preclinical and clinical data relating to an investigational medicinal product (IMP). Questions in the examination may relate to any part of the syllabus, but some parts are likely to be represented more than others.

Format of the Examination

The CHP examination is prepared and conducted by a subcommittee of the FPM Board of Examiners. The examination consists of one *Multiple Choice Question* paper in **'True/False' format** comprising 100 questions (stems). Each stem has 5 completions, yielding a total of 500 completions. The candidate is required to identify which statements are 'true' and which are 'false'. Any number may be true or false. The time allowed for the paper is 3 hours (180 minutes).

The paper is intended mainly to test factual knowledge and application of that knowledge, including interpretation of data relating to any part of the syllabus but excluding topics of a strictly clinical nature.

The time allowed for the paper is enough to complete the paper, working at a reasonable pace.

Eligibility

The CHP examination is open to candidates who have attended the 2 mandatory 5-day courses at King's College London on 'Exploratory Drug Development' and 'Drug Development Pharmacology' with completion of related assignments to a satisfactory standard.

CHP examination candidates will already have met the criteria for entry into the CHP programme, as defined in the *Candidate Guide and Syllabus*.

Preparation for the Examination

A Certificate candidate should plan a programme of at least 3 months' preparation for the examination.

Material studied should include:

- Lecture notes and presentation slides from the mandatory courses listed above.
- Recommended reading material distributed or listed by the organisers of the above courses, including journal articles and regulatory guidelines.
- Other regulatory guidelines on topics of relevance to clinical pharmacology.

- Editorials and articles in relevant journals eg *International Journal of Pharmaceutical Medicine*, *British Journal of Clinical Pharmacology*, *European Journal of Clinical Pharmacology*, *Clinical Pharmacology and Therapeutics*.

Recommended reading

- *Pharmacokinetics Made Easy*, DJ Birkett. 2nd edition, 2010.
- Textbooks of Clinical Pharmacology eg
 - *A Textbook of Clinical Pharmacology and Therapeutics*, JM Ritter, LL Lewis, TGK Mant, A Ferro, 5th edition, 2008.
 - *Oxford Textbook of Clinical Pharmacology and Drug Therapy*, D Grahame-Smith, J Aronson. 3rd edition, 2002.
 - *Clinical Pharmacology and Therapeutics - Lecture Notes*, GA McKay, MR Walters. 9th edition, 2013.
 - *Clinical Pharmacology* MJ Brown, P Sharma, FA Mir, PN Bennett. 12th edition, 2018.
- Textbooks of Pharmacology eg
 - *Integrated Pharmacology*, CP Page et al. 3rd edition, 2006.
 - *Basic and Clinical Pharmacology*, ed BG Katzung. 14th edition, 2017.
 - *Rang & Dale's Pharmacology*, JM Ritter et al. 9th edition, 2019.
 - *Textbook of Receptor Pharmacology*, JC Foreman et al. 3rd edition, 2011.
- Other reference texts eg
 - *Clinical Pharmacokinetics and Pharmacodynamics*, M Rowland and TN Tozer. 4th edition, 2011.
 - *Essentials of Pharmacokinetics and Pharmacodynamics*,. TN Tozer and M Rowland. 2nd edition, 2015.
 - *Goodman and Gilman's The Pharmacological Basis of Therapeutics*, L Brunton, BC Knollman and R Hilal-Dandan. 13th edition 2018.
 - *The Textbook of Pharmaceutical Medicine* ed JP Griffin, J Posner, GR Barker. 7th edition, 2013.

Assessments

The examiners set the standard for the paper using a criterion-referenced procedure to decide the pass mark in advance. The procedure takes into account the difficulty of the paper and the standard expected of candidates at this level. There is no limit to the proportion of candidates who may pass.

There is no negative marking of the MCQ paper: a correct response earns 1 mark; an incorrect answer receives 0 marks; and no response receives 0 marks. Thus candidates should enter a response to every question: they have nothing to lose by doing so, and they might gain 1 mark by chance alone.

Adjudication

The final decision on 'Pass' or 'Fail' is made at an adjudication meeting of the Diploma/Certificate in Human Pharmacology Examinations Subcommittee of the Board of Examiners held about 4 weeks after the examination. Candidates are identified only by their candidate numbers throughout the examination until after the adjudication.

After completion of the adjudication, the Board of Examiners reviews the overall results and the examination procedures.

PART 2: CERTIFICATE IN HUMAN PHARMACOLOGY EXAMINATION REGULATIONS AND PROCEDURES

Examination

- A.1 The Certificate in Human Pharmacology (CHP) is awarded by FPM on the recommendation of the Board of Examiners.
- A.2 A Certificate Examination is conducted annually by the Board of Examiners at a time and place announced by FPM.
- A.3 The date and time are available from FPM about 9 months before the examination and are advertised at least 3 months before the closing date for registration.
- A.4 The examination consists of a single *Multiple Choice Question* paper in **'True/False' format** comprising 100 questions (stems), each with 5 completions (a total of 500 statements). The candidate is required to identify which statements are 'true' and which are 'false'. Any number may be true or false. The time allowed for the paper is 3 hours (180 minutes).
- A.5 Exam protocols for online remote invigilated exams are provided, they include information on computer requirements, the process prior to the exam and how the exam is conducted.
- A.6 Candidates will be remotely supervised under examination conditions throughout the exam and the entire exam is recorded. The recording of the exam is destroyed 6 weeks after the exam date unless it is to be used as evidence in a case of misconduct. Candidates have the right to request a copy of their exam recording.
- A.7 Candidates are advised to be in their chosen exam location 20 to 30 minutes before their scheduled exam start time in order to login, enter exam and go through the system checks. Candidates will be permitted to commence the exam up to 30 minutes after the scheduled start time. The duration of their exam remains the same. If a candidate has not connected within 30 minutes, their exam will expire and they will not be able to do the exam.

Exam Registration

- A.8 FPM supplies a Certificate examination pack containing all necessary forms including the *Candidate Guide and Syllabus* and these *Examination Regulations and Procedures*.
- A.9 Candidates must complete the exam entry application form and submit it to FPM office by the announced closing date.
- A.10 When attending an examination, candidates are required to provide photographic identity (e.g., passport, driving licence, identity card) at registration.

Eligibility

- A.11 The Board of Examiners decide the eligibility of candidates to sit the Certificate examination.

- A.12 By the time of the CHP examination, a Certificate candidate must have attended both of the mandatory 5-day courses.

Syllabus

- A.13 The CHP Syllabus is included in both the registration pack and the examination pack.
- A.14 In the examination, a Certificate candidate should expect questions on any section of the syllabus, except for sections that relate directly to clinical management of patients.

Assessment

- A.15 The standard for the paper is set using a criterion-referenced procedure, in which the pass mark is decided before the examination. The procedure takes into account the difficulty of the paper and the standard expected of candidates at this level. There is no limit to the proportion of candidates who may pass.
- A.16 The multiple-choice questions are marked by computer. Each correct response earns 1 mark; no response receives 0 marks and an incorrect answer receives 0 marks.

Adjudication

- A.17 When all results are available, an adjudication meeting of the Diploma/Certificate in Human Pharmacology Examinations Sub-committee is held to review the consistency and plausibility of the results.
- A.18 The overall results and the examination procedures are also reviewed at the adjudication meeting.
- A.19 Candidates are identified only by their candidate numbers throughout the examination until after the adjudication.

Communication of Results

- A.20 FPM informs all candidates of the outcome by email.
- A.21 A Certificate is issued, as appropriate.
- A.22 Candidates are not entitled to the return of their answer papers after the examination. The Chair of the Examination Group cannot enter into detailed discussion with a candidate but will be as constructive as possible in any correspondence.

Resits

Candidates will have a maximum of 6 attempts at an examination unless they have extenuating circumstances and obtain permission from the Officers of the Board of Examiners for an additional attempt. *This applies to candidates accepted onto the Programme from April 2023

Fees

- A.23 Fees for one sitting of the CHP Examination are included in the overall pre-paid fees for the CHP programme. Unsuccessful candidates who register to resit the examination must pay an administration fee of £50.

Compliance

- A.24 FPM may refuse to register a person as a Certificate candidate, and may withdraw such registration at any time, if that person does not comply with the applicable regulations or instructions before or during the examination.
- A.25 Mobile phones, calculators, smart watches and other electronic devices that can access the internet may not be used during the examination. Only ordinary 'clock face' watches will be allowed.
- A.26 FPM will investigate any suspected dishonesty or misconduct by a candidate in relation to the CHP examination and, if appropriate, may revoke the Certificate. An anomaly monitoring system may be used to detect instances of copying or collusion.

Exceptional circumstances and appeals

- A.27 Any candidate who wishes the Examiners to take account of exceptional circumstances or conditions present before the start of the examination that might affect his or her performance should refer to the Reasonable Adjustment Policy for Candidates with Special Requirements, details of which are available on the FPM website or from the FPM office. The candidate must notify such circumstances to the Examinations and Standards Manager before sitting the examination. Such information cannot be taken into account if it be passed to FPM after sitting the examination. The information will be kept confidential.
- A.28 Any candidate who wishes account to be taken of exceptional conditions or circumstances arising AFTER THE START of the examination must make the invigilator aware of such circumstances AT THE TIME of the examination AND make representation in writing as described in the Appeals Procedure. Information provided after the day of the examination shall not be taken into account.
- A.29 The *Appeals Procedure* must also be followed for any representations by candidates on the conduct of the CHP Examination. Details are available on the FPM website or from the FPM office.

The Faculty of Pharmaceutical Medicine is committed to promoting equal opportunity and eliminating discrimination in all areas of its activity.