

Membership Examinations

Extenuating Circumstances Policy



FACULTY OF
PUBLIC HEALTH

Membership Examinations - Extenuating circumstances Policy

This form should be used to inform the Faculty of Public Health (FPH) of any adverse circumstances that occurred on the day of The Faculty of Public Health Diplomate (DFPH) and Final Membership Examination (MFPH) and that have adversely affected your examination performance. This information will be made available to the Chair of Examiners who will come to a decision.

Definition

Extenuating circumstances are circumstances that are unexpected, unavoidable, and beyond a candidate's control.

Timing

Please use this form for extenuating circumstances occurring after 5pm on the last working day before the exam and during the exam period. For circumstances occurring before 5pm on the last working day before the exam, please use the [FPH Withdrawal Form](#).

Application guidance

If a candidate falls ill (or experiences another extenuating circumstance) during the time near to the examination (e.g. the evening or morning before the exam) they may absent themselves from the exam and submit the application for extenuating circumstances within three working days.

If a candidate is suffering with an infectious illness, they should submit an application to withdraw from the exam and not sit the exam or attend any exam venue.

Candidates who are 'fit to sit' on entering the examination but become unwell during the exam (or experience another extenuating circumstance) should speak immediately to the invigilator and a member of the examinations team who will include this in a report for the exam board.

If the candidate leaves/decides to end the exam in these circumstances, their answer script/mark sheet shall become null and void irrespective of whether the extenuating circumstances application is successful.

Please note that if the candidate wishes to continue the examination and subsequently submits an application for extenuating circumstances, a successful application will result in their attempt being discounted whatever the outcome.

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Extenuating circumstances applying to just one day of the exam (Diplomate Exam)

Please note that two days and all papers constitute one single assessment. If a candidate sits one paper (Paper I or Paper II) but does not sit the other paper then their entire attempt will become null and void.

The Faculty also accepts that there may, rarely, be occasions when a candidate experiences an exceptional circumstance such that they are unable to sit papers on one of the days, but are fit and able to sit the other. If this situation occurs, candidates may submit an application for extenuating circumstances, and if successful, may bank the single paper they complete.

It should be understood that such applications will need to be based on genuinely exceptional events, as the full exam (Paper I and Paper II) is still considered to be one assessment. As such, candidates who are unexpectedly absent from Day 1 (Paper I) of the exam and who do not notify FPH by email to educ@fph.org.uk before 5pm on the next working day to explain the exceptional circumstances for Day 1, will not be permitted to sit Day 2 (Paper II).

In all instances, evidence of exceptional circumstances must be submitted. Please note that evidence will always be required, and self-certification is not sufficient, regardless of the illness.

If the candidate wishes to raise an issue about the exam but does not want their exam attempt to be voided, they should instead use the FPH Complaints Procedure.

[FPH policies and guidance - Faculty of Public Health](#)

Circumstances/illnesses prior to the day of the examination

- Please note that the extenuating circumstances process is not designed to capture circumstances or illnesses that arose prior to the day of the examination. This is covered by the Withdrawals Policy.
- If you are suffering with an infectious illness on the day of the exam and are due to sit the exam at a shared venue, please submit an application for extenuating circumstances and do not attend.
- If you are aware of an illness within seven working days before the exam that would adversely affect your performance, please follow the Withdrawal Policy.
- An extenuating circumstances application for an illness the candidate is aware of before the end of the last working day before the exam will not be accepted.
- If the candidate attends/sits the examination, the candidate deems themselves 'fit to sit' and the mark awarded is deemed an accurate reflection of their performances.

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Outcome of successful applications

Please note that marks/results will not be altered to reflect individual circumstances. The only available outcome as a result of a successful application is that the attempt can be discounted. Please note the record of the sitting will not be deleted.

Final Membership Exam

If the application for extenuating circumstances is approved, candidates will receive 75% of their fee returned.

Diplomate Exam - Fee returned (subject to approval by the Exam Board)

Scenario	Fee returned (Subject to approval at the Exam Board)
Extenuating circumstances - relating to both days of the exam	75%
Extenuating circumstances relating to one day - the candidate is able to successfully submit one paper (Paper I or Paper II)	25%
Exceptional circumstances related to the test centre or exam delivery which results in the candidate not being able to submit one or both papers.	100%

Guidelines for submitting a request

It is the candidate's responsibility to complete and return this form to arrive at the FPH no later than three working days after the examination. A delay in obtaining appropriate evidence should not delay application. Please provide supporting evidence within seven working days of submitting a request for extenuating circumstances.

- Wherever possible, FPH should be notified of adverse circumstances at the time of them occurring. Long-term illness or conditions should be communicated to FPH according to the FPH Examinations Policy for Candidates with Disabilities.
- Give brief and precise information about how your performance has been affected.
- Attach appropriate documentary evidence, (e.g. doctor's note) and a letter of support from your Training Programme Director or employer. Please note that an application for extenuating circumstances will not be considered without appropriate evidence.

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Examples of extenuating circumstances

The table below outlines examples of circumstances that the Faculty may consider to be serious and circumstances that would be considered ineligible.

Types of circumstances that the Faculty may consider to be serious include:	Circumstances that would be considered ineligible:
The death or critical illness of a dependent or close relative on the day of the examination.	Any reasons submitted without supporting evidence.
A severely debilitating illness/accident that strikes on the day of the examination.	Examination stress.
A serious deterioration of a long-standing illness on the day of the examination.	Minor ailment e.g. coughs and colds.
Victim of crime on the day of the exam.	VISA not applied for in sufficient time.
For online examinations: Internet failure or power outage.	<ul style="list-style-type: none"> • VISA not applied for in sufficient time. • Childcare difficulties. • Late arrival to the examination. English as a second language. • Long standing illness which was unchanged on the day of the examination. • Existing conditions/disabilities for which modifications are required but which were not notified to the FPH ahead of time.

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Criteria for application:

- A letter of support from your Training Programme Director or employer.
- Supporting evidence from an expert/person in authority in the form of an official document that is both independent and verifiable. This should include both the date that the document was written and a signature or evidence that it comes from the person making the statement.
- Evidence should relate to facts, not personal opinions.

Please note that evidence will **always** be required, and self-certification is not sufficient, regardless of the illness.

The table below outlines some examples of appropriate supporting evidence. Please note that this list is not exhaustive.

Circumstance	Evidence
Illness	Medical certificate from an appropriate medical practitioner confirming the illness and dates concerned.
Bereavement	Death certificate. Statement of the relationship between the person and the candidate.
Victim of crime	Police report including a crime reference number.
Illness of another person	A statement of the relationship between the person and the candidate. Confirmation of the illness and the dates concerned.
Major transport difficulty	Insurance reference number (if you were involved in a road traffic incident). And/or corroboration from police or other public authority.

Membership Examinations of the Faculty Of Public Health Application for Extenuating Circumstances

1. Candidate information

Title: Dr Mr Mrs Ms Prof Other

First name:

Last name:

Examination: Diplomate Final Membership Examination sitting:

Address:

Email:

2. Details of extenuating circumstances

3. Type of documentary evidence attached

Name:

Signature:

Date:

Please return this form by email to educ@fph.org.uk to arrive no later than three working days after the examination date. Forms that arrive later will be accepted only at the discretion of the Chair of Examiners. Receipt of forms will be acknowledged by email (please provide) within three working days. Extenuating circumstances will be considered by the Chair of Examiners and a written response sent to candidates following the publication of results.

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