



FPH Diplomate Exam March 2025 – Candidate Timeline

| Candidate timeline | FPH communication timeline | Reasonable Adjustments timeline | Date |
|--|--|---|---|
| Application window opens | | | 2 January 2025 |
| | | Reasonable adjustment paperwork submission – early deadline (*please see notes below). | 9 January 2025 Deadline 9AM |
| Please note that withdrawal from the exam before the closing date will normally be subject to a 25% fee. | | | |
| Application window closes | | | 17 January 2025 – 5pm |
| | | Reasonable adjustment paperwork submission - final deadline (*please see notes below) | 17 January 2025 – 5pm |
| Please note that withdrawal from the exam after the closing date will normally be subject to a 50% fee. | | | |
| | | Adjustment notification – early deadline responses | 20 January 2025 (or earlier if possible) |
| | Test centre chosen location confirmed | | TBC – approx. 24 January 2025 |
| | Candidate Pack sent to candidates | | 31 January – 3 February 2025 |
| | Candidates will be sent TestReach login details and Test centre Instructions Functionality Test instructions sent to candidates | | 31 January – 3 February 2025 |
| | | Adjustment notification – final deadline responses | 3 February 2025 (or earlier if possible) |

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|--|---|---|---------------------------|
| Candidates must book their exam paper times on the TestReach app (details TBC) | Exam enrolment emails sent to candidates from TestReach. | | 17 February 2025 |
| | | Deadline for responding to adjustment offer | 10 February 2025 |
| Please note that withdrawal within 7 working days of the exam will not usually be subject to any refund. | | | 20 February 2025 |
| Absolute deadline for candidates to enrol on the TestReach app to confirm their individual exam time (details TBC). | | | 25 February 2025 |
| | Reminder email sent to candidates of important things to remember and what to have to hand for the day. | | 24 February 2025 |
| | Final reminder email sent to candidates – including important numbers, Exam Centre details and contact details. | | 28 February 2025 |
| Exam Day 1 (Paper I) | | | 3 March 2025 |
| Exam Day 2 (Paper II) | | | 5 March 2025 |
| | Feedback survey sent to candidates | | 3 and 5 March 2025 |
| Candidate feedback survey closed | | | 19 March 2025 |
| | Exam results released to candidates via the FPH Members Portal | | Tuesday 6 May 2025 |

* FPH Reasonable Adjustments

FPH is continuing to trial a schedule for reasonable adjustments to enable candidates to receive an earlier decision if they wish to. There are now two deadlines for submitting Reasonable Adjustment paperwork. The early deadline is on 9 January and the later, second submission deadline is as normal, with an absolute deadline for receiving paperwork on the application closing date.

Please note that both the professional report and TPD/employer letter must be sent to the Exams Coordinator by this deadline for an adjustment to be considered.

The FPH Reasonable Adjustment Policy states that adjustment offers will be finalised three weeks before the exam as an absolute deadline. Where possible, adjustment offer outcomes will be sent by 20th January for early submissions and 3rd February 2025 for final deadline submissions. Wherever possible, the Exams Coordinator will be in touch sooner than this date.

Please do not hesitate to contact the Diplomate Exams Coordinator or the FPH Exams team should you have any queries at all.