



FPH Diplomate Exam October 2024 – Candidate Timeline

Candidate timeline	FPH communication timeline	Reasonable Adjustments timeline	Date
Application window opens			3 July 24
		Reasonable adjustment paperwork submission – early deadline (please see notes below).	24 July 24
Please note that withdrawal from the exam before the closing date will normally be subject to a 25% fee			
Application window closes			7 August 24
		Reasonable adjustment paperwork submission – final deadline (see notes below)	7 August 24
Please note that withdrawal from the exam after the closing date will normally be subject to a 50% fee			
		Adjustment notification – early deadline responses	2 September (or earlier if possible)
	Candidate Pack sent to candidates		21-23 August 24
	TestReach login details and Functionality Test instructions sent to candidates		21-23 August 24
		Adjustment notification – final deadline responses	16 September 24 (or earlier if possible)
Candidates must book their exam paper times on the TestReach app.	Exam enrolment emails sent to candidates from TestReach.		16 September 2024
		Deadline for responding to adjustment offer	18 September 24

Candidate timeline	FPH communication timeline	Reasonable Adjustments timeline	Date
Please note that withdrawal within 7 working days of the exam will not usually be subject to any refund.			26 September 24
Absolute deadline for candidates to enrol on the TestReach app to confirm their individual exam time.			1 October 24
	Reminder email sent to candidates of important things to remember and what to have to hand for the day		30 September 24
	Final reminder email sent to candidates – including important numbers and contact details.		4 October 24
Exam Day 1 (Paper I)			7 October 24
Exam Day 2 (Paper II)			9 October 24
	Feedback survey sent to candidates		7/9 October 24
Candidate feedback survey closed			18 October 24
	Exam results released to candidates via the FPH Members Portal		Monday 2nd December 24

* FPH Reasonable Adjustments

FPH are trialling a new 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 submission deadline is three weeks after the application opening date. The late submission 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. Adjustment offer outcomes will be sent by 2nd September for early submissions and 16th September 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.