

# Membership Examinations

## Extenuating Circumstances Policy



FACULTY OF  
PUBLIC HEALTH

### Extenuating circumstances

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.

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

Please note that two days and all papers constitute one assessment, and extenuating circumstances therefore have to apply to all of the attempt or none. If a candidate sits Paper I but does not sit Paper II their entire attempt will become null and void irrespective of whether the extenuating circumstances application is subsequently upheld.

If a candidate attempts both papers but experiences an extenuating circumstance on day two, a successful application for extenuating circumstances will lead to their entire attempt being discounted.

Please note that this policy will only be deviated from in exceptional circumstances. Instances of exceptional circumstances will be managed on a case by case basis.

# Membership Examinations Extenuating Circumstances Policy

## Applying for extenuating circumstances

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.

### 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.

### 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 submission is that the attempt can be discounted. Please note the record of the sitting will not be deleted.

If the application is successful candidates will be eligible for a 75% refund. Please note that 25% of the exam fee will normally be retained to cover administrative costs.

### 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 submission. 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). 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 dependant 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.	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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## Providing supporting evidence

### 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.

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

Circumstance	Evidence
<b>Illness</b>	Medical certificate from an appropriate medical practitioner confirming the illness and dates concerned.
<b>Bereavement</b>	Death certificate. Statement of the relationship between the person and the candidate.
<b>Victim of crime</b>	Police report including a crime reference number.
<b>Illness of another person</b>	A statement of the relationship between the person and the candidate. Confirmation of the illness and the dates concerned
<b>Major transport difficulty</b>	Insurance reference number (if you were involved in a road traffic incident). And/or corroboration from police or other public authority.
<b>For online examinations: Internet failure or power outage.</b>	Appropriate evidence from the service provider confirming that there was a known issue with the service

# 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](mailto: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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