



Guidance for candidates on how to book a place for the FPH Final Membership Exam

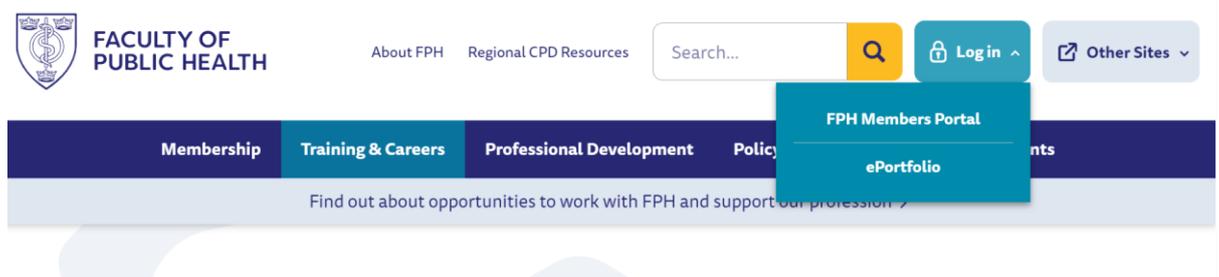
From May 2024, candidates will only be able to book their FPH exams through the new FPH Members Portal.

To do this please complete the following steps:

1. Navigate to the FPH website.

[Faculty of Public Health Home - Faculty of Public Health \(fph.org.uk\)](https://www.fph.org.uk)

2. Click on 'Log in' at the top right of the screen and then click on 'FPH Members Portal'.



3. Please login using your existing email and password. An access code will then be sent to your email.

The email address used should be the email address with which you are normally contacted by the Faculty.

Please note that you will be sent a new access code every time that you log in.

4 St Andrews Place, London NW1 4LB
E: educ@fph.org.uk W: www.fph.org.uk
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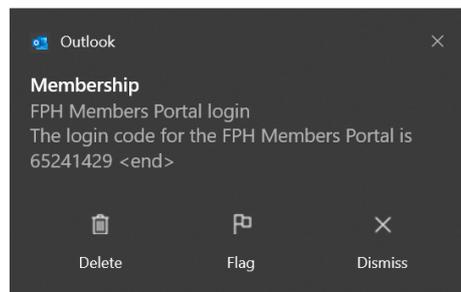
- If this is the first time you are logging in, or you would like to reset your password, please set up your account using the "Create/Reset Password" button on the menu.

The email address used should be the email address with which you are normally contacted by the Faculty. After you enter your email address and password, you will be sent an email containing a login code. If you experience any issues, please email fphmemberportal@fph.org.uk

FPH Members Portal login

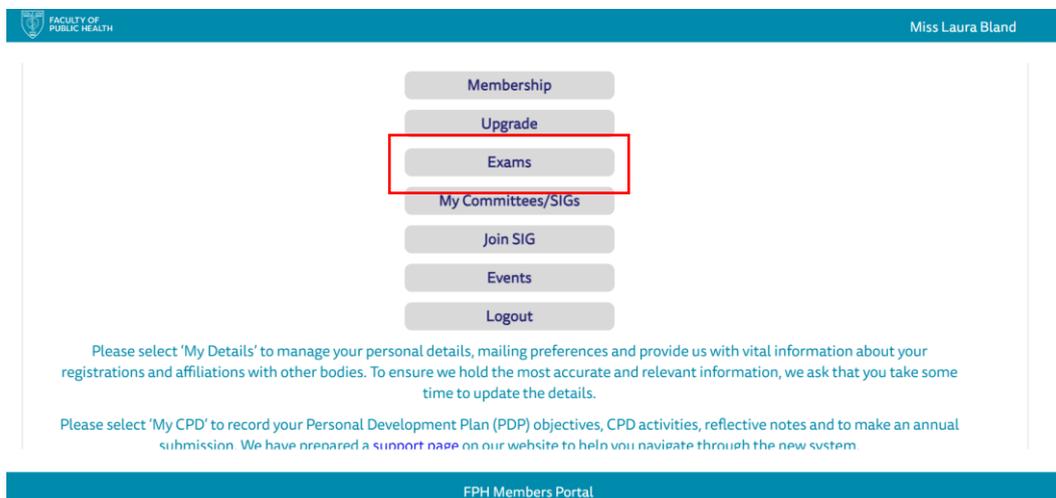


The login code for the FPH Members Portal is 65241429



- Once you are logged in, you will then be able to click on the 'Exams' button (shown below).

Please note that the 'Exam booking' button shown in the screenshot on page 1 is only for new users and non-members of FPH. As a registrar or someone who has previously had an attempt at the exam, you will already have a Portal account even if you have not yet logged in to it.



6. Click on the button 'Book Exam'.

The screenshot shows the 'FPH Exams' page. At the top left is the Faculty of Public Health logo. The main heading is 'FPH Exams'. Below it, a message states: 'This page shows your previous exam passes and attempts. It allows you to book an exam if applicable.' Two exam records are listed: 'Date passed Diplomate exam: 23/05/2024' and 'Date passed Final Membership exam:'. Below this, a message says 'If you would like to book an exam, click on "Book Exam" below.' A 'Book Exam' button is circled in blue. At the bottom, a table header is visible with columns: Date, Sitting, Status, Receipt, Results. A 'Close Page' button is at the bottom right.

7. Please then ensure your details are correct and up to date by clicking on 'My Details' (shown in the screenshot below).

Please check the following details are correct:

- Name
- Preferred email for exam communications
- Mobile phone number - this will be used if the invigilator or a member of the FPH Exams team needs to contact you on the day.
- Home address
- Date of Birth
- Equality and Diversity data if you are happy to share this.

The screenshot shows the 'FPH Final Membership Exam Booking' page. The heading is 'FPH Final Membership Exam Booking'. Below it, a message states: 'Before you proceed to book an FPH Final Membership exam, please click on the "My Details" button below, and make sure that all your details are up to date.' Another message says: 'To proceed with the booking, please click on "Book Exam".' Three buttons are shown: 'My Details', 'Book Exam', and 'Exit'.

8. When you are happy that your details are correct, close the 'Details' page and click '**Book Exam**'.
9. You will first be asked to read the Terms and Conditions of the exam and the FAQs page. Please ensure you read these carefully before submitting your application. If you wish to apply for a reasonable adjustment, please ensure that you read the [FPH Reasonable Adjustment Policy](#) before submitting your application.

FPH Final Membership Exam Booking Form

Terms and conditions

Please ensure you have read all the FAQs [here](#) before applying.

On submitting your form, you will receive an email confirming that your application has been received, with a copy of your application for your records.

Please note that this exam is held in person, and the location varies. Please check that you are applying for your desired location.

Reasonable adjustments - if you wish to apply for a reasonable adjustment to take this exam, you must provide all supporting documentation required and a letter from your TPD. Please submit supporting documentation by email to victoriastrode@fph.org.uk within 24 hours of your application, quoting your full name and FINAL MEMBERSHIP EXAM in the subject of the email.

Withdrawal fees - these are summarised below. Please see the link [here](#) for the full Withdrawal Policy.

Candidates who withdraw from an examination within sixteen weeks of the sitting date will incur penalty fees. No refund will be made to candidates withdrawing within four weeks of the examination. No refund will be granted without notice of intention to withdraw. A greater refund may be granted at the discretion of the Academic Registrar under exceptional circumstances.

10. Please ensure that you enter any details about special circumstances that may affect your ability to sit the exam.
11. If you require an adjustment, there is another box to summarise your adjustment request. This should include whether you are requesting extra time or an adjustment to the font size/colour etc. Please try and be as specific as possible with your request.

If you require an adjustment for extra time, you will be asked if you require a split session for your adjustment and therefore need to book a place for both the morning and afternoon exam sessions. This will affect the number of spaces booked for the exam.

Please refer to the [FPH Reasonable Adjustment Policy](#) for an explanation of a 'split' and 'front-loaded' adjustment and the type of adjustments that can be made.

If you wish to apply for a reasonable adjustment, please supply a written assessment from a relevant professional and a letter of support from your TPD or employer. This documentation must be emailed to the exam coordinator as early as possible but at the very latest by the application closing date and time. An application for an adjustment cannot be considered without this. For examples of adjustments that can be made, and an explanation of a "split session" and "front-loaded" time adjustment, please see the FPH Examinations Policy For Candidates Requiring Adjustments [here](#).

If you have previously received an adjustment for the Diplomate Exam, please refer to the Adjustment Policy for further guidance on the documentation that needs to be supplied for the Final Membership Exam. Please also ensure that you complete the box below so that the Faculty is aware of the adjustment you require for this specific exam.

- Please tick to confirm that you have read and understood the above adjustment statement.
- Please tick if you DO require a reasonable adjustment, and that you will forward the appropriate documentation by email.
- Please tick if you require a split session for your adjustment and therefore need to book for both the morning and afternoon exam sessions.

Please summarise your adjustment request:

12. On the next page you will be asked to specify which sitting you are applying for by using the 'Edit' button and drop-down box.

FPH Final Membership Exam Booking Form

PLEASE READ THE FOLLOWING STATEMENT BEFORE CONTINUING.

Depending on demand for each sitting, some sittings may be cancelled and new dates arranged. Any monies paid for dates that may be cancelled or re-arranged will either be transferred or fully refunded.

Please choose which sitting to book using the "Sitting" field below.

Sitting:

Booking close date:

Fee:

- Please tick if you would be open for an earlier sitting if space becomes available.

Please select where you obtained your primary (first) professional qualification or first degree:

13. Please tick to indicate if you would be open to an earlier sitting if a space becomes available.

14. You will then be asked details about your primary qualification and whether you have any special circumstances that FPH should be aware of for the exam. For example, please add a note if you prefer to use a lift than a staircase or need to carry medical equipment etc on the circuit.

Please select where you obtained your primary (first) professional qualification or first degree:

Edit

Are you currently applying for or considering the UKPHR's Specialist Registration by Portfolio Assessment?:

Edit

Do you have any special circumstances which may affect your ability to take the exam or anything the invigilator should be aware of? E.g. Pregnancy, disability, chronic medical condition? If so, please provide details below:

FPH Members Portal

15. Please indicate if you would be happy to have your name published on the website by ticking the check box. Please note that only names of those who passed will be published.
16. Please tick to confirm that you accept the terms and conditions of the exam.
17. You will then be asked to make payment via the WorldPay system.
18. Click '**Continue**' to see confirmation of your payment.



Booking Complete

Thank you for your payment for the Final Membership exam.

The Exams Coordinator will be in touch once your booking is processed. Please email victoriastrode@fph.org.uk if you have any queries in the meantime.

Please click on the "Continue" button below to return to the main menu.

Continue

FPH Members Portal

19. When you return to your Member Portal and click on '**Exams**', you will see that your exam booking is now completed, and you can view your receipt.

Please note that places will need to be confirmed by the Exams Coordinator and availability may occasionally change from what is indicated on the booking form. FPH will be in touch as soon as possible to either confirm your booking or let you know if your place needs to be moved to a future sitting.



FACULTY OF PUBLIC HEALTH

FPH Exams

This page shows your previous exam passes and attempts. It allows you to book an exam if applicable.

Date passed Diplomat exam: 17/05/2024

Date passed Final Membership exam:

Below are the exam attempts that you have previously made or booked.

Exam Sitting Date	Sitting	Status	Receipt	Results
23/05/2024	Final Membership - Mock exam - 24th April 2024	Confirmed	Receipt	
17/05/2024	Mock exam - 23rd April 2024	Pass with previously banked P2	Receipt	Results
02/05/2024	Mock Exam 18th April 2024	Banked paper 2	Receipt	Results

[Close Page](#)

If you need to reset your password at a later date, please click on the button 'Create/Reset Password' and enter your email address.

Please contact either Educ@fph.org.uk or victoriastrode@fph.org.uk should you experience any issues at all or need to submit supporting documentation.

You can also contact fphmemberportal@fph.org.uk for help with queries in relation to access to the portal.

If you do not have any queries or documentation to submit, you will hear from FPH with confirmation of your booking. You will then receive the Candidate Pack with further details relating to venue and timings approximately eight weeks prior to your sitting date.

Many thanks,

The FPH Exams Team