

**PART A MEMBERSHIP EXAMINATION OF  
THE FACULTY OF PUBLIC HEALTH**

**EXTENUATING ADVERSE CIRCUMSTANCES INFORMATION**

This form should be used to inform the Faculty of serious circumstances that occurred in the three weeks up to and including the date of the Part A Membership Examination and that have adversely affected your examination performance. This information will be made available to the Chair of Examiners.

It is the candidate's responsibility to complete and return this form to arrive at the Faculty no later than three days after the examination.

- Give brief and precise information about how your performance has been affected.
- Attach appropriate documentary evidence, if any (e.g. doctor's note).
- Return this form to the Education Office at the Faculty to arrive no later than **three** days after the examination date. Forms that arrive later will be accepted only at the discretion of the Chair.
- Receipt of forms will be acknowledged by email (if provided) within five working days. Extenuating circumstances will be considered by the Executive Examiners and a written response sent to candidates following the publication of results.

***Guidelines for submission of extenuating circumstances form***

Types of adverse circumstance that the Faculty may consider to be serious include:

- The death or critical illness of a dependent or close relative
- A severely debilitating illness during most of the revision period or examination
- The loss, due to circumstances beyond your control, of more than 10 minutes of examination time

Circumstances not considered to be so serious:

- Planned house removals
- Work-related contingencies (e.g. shiftwork)
- Normal pregnancy
- English as a second language

NAME: .....

Candidate number: ..... Date of exam: .....

Address/contact information: .....

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Email: .....

**Circumstances adversely affecting my exam performance were:**

*If necessary continue on a separate sheet*

Type of documentary evidence attached: .....

Signature: ..... Date: .....