



Faculty of Public Health

of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

MEMBERSHIP EXAMINATIONS OF THE FACULTY OF PUBLIC HEALTH

EXTENUATING / ADVERSE CIRCUMSTANCES INFORMATION AND FORM

This form should be used to inform the Faculty of Public Health (FPH) of any adverse circumstances that occurred on the date of the Part A or Part B Membership Examination 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. Please note the extenuating circumstances process is not designed to capture circumstances that arose prior to the day of the examination. This is covered by the withdrawals policy.

Please note, 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.

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

- 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, if any (e.g. doctor's note).
- Return this form to the Education and Training Office at FPH 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 (please provide) within five working days. Extenuating circumstances will be considered by the Chair of Examiners and a written response sent to candidates following the publication of results.

Guidelines for submission of extenuating circumstances form

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

- The death or critical illness of a dependant or close relative on the day of the examination
- A severely debilitating illness/accident that strikes on the day of the examination.
- A serious deterioration of a long standing illness on the day of the examination

Circumstances that would be considered ineligible:

- 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.

Please complete form overleaf

Title:		
First Name:		
Last Name:		
Examination	Part A / Part B	Date:
Address		
Email:		

Circumstances adversely affecting my examination performance were:

If necessary continue on a separate sheet

Type of documentary evidence attached:

Print Name:

Signature:

Date: