

Membership Examinations

Withdrawal Policy



FACULTY OF
PUBLIC HEALTH

The Membership Examinations are high-stakes assessments and it is therefore in the interest of candidates that they sit the exam when they are able to complete it to the best of their ability.

As such, candidates should ensure that they are both physically and mentally fit to undertake an examination.

If a candidate is not fit or there are other grounds for withdrawal they should inform their Training Programme Director or Educational Supervisor who should issue a letter of support.

This application for withdrawal together with supporting evidence should be sent by email to educ@fph.org.uk as soon as possible together with other relevant supporting documentation (please see detailed guidance on the following pages).

The application and supporting evidence will be considered by the Academic Registrar and a decision will be sent within 20 working days of receipt.

If the candidate subsequently chooses to attend the examination, they are deeming themselves 'fit to sit' and the mark awarded is deemed an accurate reflection of their performance(s).

Please see the Withdrawal Information and Application Form further on in this document for further details on supporting documentation, timings and refunds.

Banked papers (Diplomate Exam)

If a candidate withdraws from the exam when they have banked a paper at a previous sitting, providing their application is successful they will be able to retain their banked paper for future sittings and this attempt will be voided entirely.

Please note that there is now a separate policy for the Diplomate and Final Membership Exam. Please see below for each policy.

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MFPH Diplomate Examination Application to withdraw

This form should be used to inform the Faculty of Public Health (FPH) that you wish to withdraw from the **Diplomate** exam. The fee incurred will depend on the timing of your application and reason for withdrawing from the sitting.

Please note that it will normally only be possible to return up to a maximum of 75% of the exam fee.

No refund will be granted without written notice of intention to withdraw.

Timing of application to withdraw	Possible refund (subject to approval)
Requests to withdraw before the closing date for applications.	Candidates who withdraw before the application closing date will normally be subject to a 25% fee.
Requests to withdraw after the closing date and up to 8 working days before the examination.	Candidates withdrawing from an examination after the closing date and up to one week before the examination will normally be charged 50% of the fee.
Requests to withdraw within 7 working days of the exam.	A refund will not normally be made to candidates withdrawing within seven days of the examination (with the exception of the reasons given in the table below).

Examples of reasons for withdrawing from the exam and the evidence that would be required to support the application.

Reason	Evidence required	Fee returned (subject to approval)
Serious illness	Medical certificate from an appropriate medical practitioner confirming the illness and dates concerned.	75%
Infectious illness in the immediate run up to the exam	Medical certificate from an appropriate medical practitioner confirming the illness and dates concerned	75%
Jury Service	A letter from the court confirming that the candidate cannot be excused.	75%
Other unavoidable serious issue (for example an accident or incident)	Appropriate letter/report from someone in authority, insurance/police reference number.	75%
Issues relating to COVID-19. Examples may include: the candidate being unable to take time away from work at short notice due to being involved in the response to COVID-19; local lockdown resulting in issues such as a shared flat becoming an unsuitable place to take the exam.	Letter from employer or Training Programme Director.	75%

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MFPH Final Membership Exam Examination Application to withdraw or move sitting

This form should be used to inform the Faculty of Public Health (FPH) that you wish to withdraw from the Final Membership Exam or move sitting. The fee incurred will depend on the timing of your application and reason for withdrawing from the sitting. As spaces are limited, the fee incurred reflects the impact on the timing of the request to change sitting. Please note that it will normally only be possible to return up to a maximum of 75% of the exam fee. No refund will be granted without written notice of intention to withdraw.

Timing of application to withdraw	Possible refund (subject to approval)
Requests to withdraw or move sitting 16 weeks or more before the scheduled exam sitting.	No penalty.
Requests to withdraw or move sitting 12-15 weeks before the scheduled exam sitting.	25% penalty, please see table below for exceptions.
Requests to withdraw or move sitting 5-11 weeks before the scheduled exam sitting.	50% penalty, please see table below for exceptions.
Requests to withdraw or move sitting 4 weeks or less before the scheduled exam sitting.	A refund will not normally be made to candidates withdrawing within 4 weeks of the examination (with the exception of the reasons given in the table below).

Examples of reasons for withdrawing from the exam and the evidence that would be required to support the application.

Reason	Evidence required	Fee returned (subject to approval)
Serious illness	Medical certificate from an appropriate medical practitioner confirming the illness and dates concerned.	75%
Infectious illness in the immediate run up to the exam	Medical certificate from an appropriate medical practitioner confirming the illness and dates concerned	75%
Jury Service	A letter from the court confirming that the candidate cannot be excused.	75%
Other unavoidable serious issue (for example an accident or incident)	Appropriate letter/report from someone in authority, insurance/police reference number.	75%
Issues relating to COVID-19. Examples may include: the candidate being unable to take time away from work at short notice due to being involved in the response to COVID-19; local lockdown resulting in issues such as a shared flat becoming an unsuitable place to take the exam.	Letter from employer or Training Programme Director.	75%

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Section 1. Candidate information

Title: Dr Mr Mrs Ms Prof Other

First name:

Last name:

Examination: Diplomate Final Membership Examination sitting:

Address:

Email:

If you are applying to withdraw on the basis of exceptional circumstances please complete Section 2 and 3. If not, please complete Section 4. Please ensure you have signed and dated the form on the next page.

Section 2. Details of exceptional circumstances

If your application is for a reason other than exceptional circumstances, please complete Section 4

Section 3. Type of documentary evidence attached

Section 4. If your application to withdraw is not due to exceptional circumstances, please state the reason for withdrawing or moving sitting below:

Name:

Signature:

Date:

Please return this form by email to educ@fph.org.uk

Receipt of this application form will be acknowledged by email (please provide) within three working days. In cases of exceptional circumstances, the application and supporting evidence will be considered by the Academic Registrar and a decision will be sent within 20 working days of receipt.

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