



FACULTY OF PUBLIC HEALTH

Part B OSPHE Exam Application Process

The following is the application process for Part B OSPHE EXAM. This document covers:

1. How To Apply
2. Process for a standard application
3. Priority Candidates
4. Reasonable Adjustments
5. Withdrawal from a Sitting
6. Waiting Lists
7. Additional Attempts

How to apply

FPH commits to holding 4 OSPHE sittings per year¹. Each sitting has capacity for 24 candidates, consisting of 22 candidates applying through the standard procedure and 2 places reserved for 'priority candidates'.

- 12 candidates are examined in each of the morning and afternoon sittings. All candidates are allocated a place randomly to either morning or afternoon sittings for each examination.
- Dates of OSPHE sittings will be published on the Faculty website² as far as possible in advance to allow applicants the opportunity to plan ahead. Dates are generally published in June for the following calendar year.
- Closing dates for the application will be posted on the Faculty website. All applications including those for priority candidates and reasonable adjustments must be submitted by that date.

¹ In exceptional circumstances such as exceptions adverse weather conditions or major national events a sitting may need to be cancelled

² www.fph.org.uk

- Applicants for the OSPHE will be able to apply immediately after passing their Part A examination.

Payment must be made at the time of application, and confirmation of a place will be provided within 2 weeks of the candidate's application

Process for a standard application

Candidates for the OSPHE examination are strongly recommended to submit their application well in advance of the closing date so that any problems can be resolved in good time.

- Places are offered on a first come first served basis and candidates should be aware that their first choice in any OSPHE sitting is not guaranteed.
- Applications made without payment will not be considered.

Each sitting has 24 places available. 2 spaces will be held back for priority candidates, leaving 22 spaces open for all candidates to apply. Once these 22 spaces have been taken the sitting will be designated as 'full' and this will be posted on the website and no further applications will be taken for that sitting, however candidates for later sittings can indicate that they wish to be considered for that sitting should places become available, see below for details.

- Applications will be submitted via email only and payments will be accepted by BACs or credit card.
- Places will be allocated to candidates on a "first come first served" basis once their application and payment has been processed, with a confirmation email sent within 2 weeks of submission.
- A candidate can be assured of a place on that sitting once the confirmation email is received.

Candidates will have the opportunity to indicate on their application forms if they wish to be considered for other OSPHE sittings listed.

If the 2 spaces allocated to priority candidates are not taken up by the exam "closing date" which is indicated on the website, candidates who have a place on a later sitting, but who indicated that they wish to be considered for earlier sittings will be contacted to ask if they would consider a place on the earlier sitting. Candidates will be contacted and offered the place in the order that applications were received.

In addition, if additional places become available, potential candidates with places on later sittings will be contacted and offered the place in the order that applications were received.

Priority Candidates

Criterion for a 'priority candidate':

A registrar still to be successful at the OSPHE who will be within 6 months of their CCT date on the date of the exam.

A maximum of 2 priority candidates will be eligible for each OSPHE sitting.

A candidate in this position is eligible to apply as a priority candidate.

- The Training Programme Director (TPD) for that programme must make the request on behalf of the candidate.
- The request must be made in writing by the "Closing date" of the exam indicated on the Part B section of the website and must be emailed to the FPH Education and Training Department at educ@fph.org.uk
- The request will then be forwarded to the Assistant Academic Registrar and for consideration. The request will only be considered if the candidate has submitted an application form and the appropriate fee.
- The receipt of such a request will be acknowledged within 5 working days and confirmation of a decision will be sent within 10 working days.
- If an application for fast tracking is refused, an appeal maybe submitted to FPH Education and Professional Standards Department for consideration by the Academic Registrar.

Reasonable adjustments

Candidates requiring a reasonable adjustment must indicate this on their original application form and submit their payment at time of application.

- They will be contacted separately by the Faculty to submit evidence of their need and this will be managed by the Faculty.
- Candidates requiring reasonable adjustment are strongly encouraged to apply as early as possible to ensure their particular needs can be accommodated
- Further information on reasonable adjustments can be found here:
<https://www.fph.org.uk/training-careers/part-a-b-exams/part-b-exam/part-b-applying/>

Withdrawal from a sitting

A candidate withdrawal has to be by email to educ@fph.org.uk and not received by phone. If a candidate withdraws from the OSPHE, the place will be offered to another candidate and a refund made. The amount of this refund is dependent on when this withdrawal is made, as described below.

- If a candidate withdraws and their place is taken up by another candidate they will receive a full refund, minus 10% administration cost.
- If the place is not able to be taken up by another candidate the following refund rules will apply:

If the place is not taken up by another candidate, the following refund rules will apply:	
a.	Withdrawing up to two months before the examination - charged 25% of the fee
b.	Withdrawing up to one month before the examination - charged 50% of the fee
c.	Withdrawing up to one week before the examination - charged 75% of the fee
d.	Withdrawing within seven days of the examination - no refund
e.	No written notice of intention to withdraw - no refund

In addition, candidates that fail to attend the exam, without providing a notice of withdrawal will be deemed to have the exam counted as to have been an exam attempt.

Waiting list

Any places that become available at a sitting, either through lack of take up from priority candidates or candidates withdrawing from a sitting, will be offered to candidates who have indicated on their application form that they would like to be added to the waiting list for this sitting.

The waiting list will be based on the order of applications and payment received for the OSPHE.

Additional attempts

No candidate will normally be permitted more than six attempts at the OSPHE examination without providing evidence of additional educational experience.

Candidates requesting an additional attempt over and above the limit of six, will need to complete an additional attempt form and submit this with the standard application

form and a letter of support from their TPD to the FPH Education and Training Department. The request will then be forwarded to the Assistant Academic Registrar and Chair of Part B Examiners for consideration.

The additional attempt form, along with guidance regarding the expectations of the additional experience are available on the FPH website.

Candidates requiring additional attempts are not eligible for the priority candidates' application unless they are also within 6 months of CCT date.

If an application for additional attempt is refused, an appeal may be emailed to the FPH Education and Professional Standards Department for consideration by the Academic Registrar.