



## MEMBERSHIP EXAMINATIONS OF THE FACULTY OF PUBLIC HEALTH WITHDRAWALS AND EXTENUATING CIRCUMSTANCES POLICY

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](mailto: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.

### **Extenuating Circumstances**

If a candidate falls ill (or experiences another extenuating circumstance) during the time near to the examination (e.g. the evening or morning before the exam) they may absent themselves from the exam and submit the application for extenuating circumstances within three working days.

If a candidate is suffering with an infectious illness they should submit an application to withdraw from the exam and not attend the exam venue. It will not be possible to accommodate a candidate in a separate room on the day of the exam.

Candidates who are 'fit to sit' on entering the examination venue but become unwell during the exam (or experience another extenuating circumstance) should speak to the Chief Invigilator, Chief Officer or a member of the Examinations Team who will include this in a report for the Exam Board.

If the candidate leaves the exam in these circumstances, their answer booklet/mark sheet shall become null and void irrespective of whether the extenuating circumstances application is successful.

Please note that if the candidate wishes to continue the examination and subsequently submits an application for extenuating circumstances, a successful application will result in their attempt being discounted whatever the outcome.

### **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.

### **Extenuating circumstances applying to just one day of the exam (Diplomate Exam)**

Please note that two days and all papers constitute one assessment, and extenuating circumstances therefore have to apply to all of the attempt or none. If a candidate attends Paper I but does not attend Paper II their entire attempt will be become null and void irrespective of whether the Extenuating Circumstances application is subsequently upheld.

If a candidate attempts both papers but experiences an extenuating circumstance on day two, a successful application for extenuating circumstances will lead to their entire attempt being discounted.

Application forms and further information about withdrawing and extenuating circumstances can be found on the following pages.

Please note that this policy will only be deviated from in exceptional circumstances. Instances of exceptional circumstances will be managed on a case by case basis.

**Document created:** November 2019