**MFPH Examinations: Application for Extenuating Circumstances**

This form should be used to inform the Faculty of Public Health (FPH) of any adverse circumstances that occurred on the dayof The Faculty of Public Health Diplomate (DFPH) and Final Membership Examination (MFPH) 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.

**Definition**

Extenuating circumstances are circumstances that are unexpected, unavoidable, and beyond a candidate’s control.

**Circumstances/illnesses prior to the day of the examination**

* Please note that the extenuating circumstances process is not designed to capture circumstances or illnesses that arose prior to the day of the examination. This is covered by the Withdrawals Policy.
* If you are suffering with an infectious illness on the day of the exam please submit an application for extenuating circumstances and do not attend.
* If you are aware of an illness within seven working days before the exam that would adversely affect your performance, please follow the withdrawal policy.
* An extenuating circumstances application for an illness the candidate is aware of before the end of the last working day before the exam will not be accepted.
* If the candidate attends the examination, the candidate deems themselves ‘fit to sit’ and the mark awarded is deemed an accurate reflection of their performances.

**Outcome of successful applications**

Please note that marks/results will not be altered to reflect individual circumstances. The onlyavailable 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.

If the application is successful candidates will be eligible for a 75% refund. Please note that 25% of the exam fee will normally be retained to cover administrative costs.

**Guidelines for submitting a request**

It is the candidate’s responsibility to complete and return this form to arrive at the FPH no later than three working days after the examination. A delay in obtaining appropriate evidence should not delay submission. Please provide supporting evidence within seven working days of submitting a request for extenuating circumstances.

* 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, (e.g. doctor's note). Please note that an application for extenuating circumstances will not be considered without appropriate evidence.

**Examples of circumstances**

The table below outlines examples of circumstances that the Faculty may consider to be serious and circumstances that would be considered ineligible.

|  |  |  |
| --- | --- | --- |
| **Types of circumstances that the Faculty may consider to be serious include:** |  | **Circumstances that would be considered ineligible:** |
| The death or critical illness of a dependant or close relative on the day of the examination. | Any reasons submitted without supporting evidence. |
| A severely debilitating illness/accident that strikes on the day of the examination. | Examination stress. |
| A serious deterioration of a long standing illness on the day of the examination. | Minor ailment e.g. coughs and colds. |
| Victim of crime on the day of the exam. | VISA not applied for in sufficient time. |
|  | Childcare difficulties. |
| 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. |

**Supporting evidence**

Criteria for application:

* A letter of support from your Training Programme Director or employer.
* Supporting evidence from an expert/person in authority in the form of an official document that is both independent and verifiable. This should include both the date that the document was written and a signature or evidence that it comes from the person making the statement.
* Evidence should relate to facts, not personal opinions.

The table below outlines some examples of appropriate supporting evidence. Please note that this list is not exhaustive.

|  |  |
| --- | --- |
| **Circumstance** | **Evidence** |
| Illness | * Medical certificate from an appropriate medical practitioner confirming the illness and dates concerned. |
| Bereavement | * Death certificate. * Statement of the relationship between the person and the candidate. |
| Victim of crime | * Police report including a crime reference number. |
| Illness of another person | * A statement of the relationship between the person and the candidate. * Confirmation of the illness and the dates concerned. |
| Major transport difficulty | * Insurance reference number (if you were involved in a road traffic incident). * And/or corroboration from police or other public authority. |

**MFPH Examinations: Application for Extenuating Circumstances**

**1: Candidate information**

|  |  |
| --- | --- |
| **Title** |  |
| **First name:** |  |
| **Last name:** |  |
| **Examination** | **Diplomate/Final Membership** |
| **Examination sitting:** |  |
| **Address** |  |
| **Email:** |  |

**2: Details of extenuating circumstances**

*(Please continue over the page if necessary)*

**3: Type of documentary evidence attached**

Print Name:

Signature:

Date:

Please return this extenuating circumstances form by email to [educ@fph.org.uk](mailto:educ@fph.org.uk) to arrive no later than **three** working days after the examination date. Forms that arrive later will be accepted only at the discretion of the Chair of Examiners.

Receipt of forms will be acknowledged by email (please provide) within three working days. Extenuating circumstances will be considered by the Chair of Examiners and a written response sent to candidates following the publication of results.

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