



## Guidance for candidates on how to book an FPH Diplomate Exam attempt

**Please use these instructions if you are a Public Health Registrar or have previously sat an FPH Exam**

**If you are not a Registrar and have not taken a FPH exam previously, please use the alternative instructions on the website.**

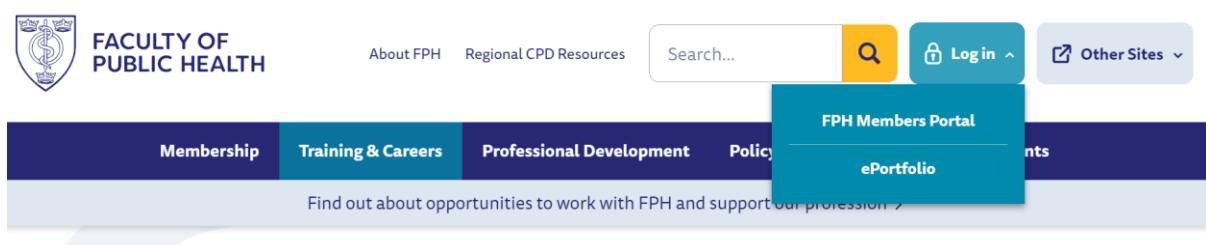
From May 2024 candidates must book their FPH exams through the FPH Members Portal.

To do this please complete the following steps:

- 1. Navigate to the FPH website.**

[Faculty of Public Health Home - Faculty of Public Health \(fph.org.uk\)](https://www.fph.org.uk)

- 2. Click on 'Log in' and then 'FPH Members Portal'.**



- 3. Please login using your email and password. You will then be sent an access code to your email to gain access to the Portal. Please note that you are sent an access code every time you login.**



Faculty of Public Health

[Login](#) [Create/Reset Password](#) [Apply](#) [Exam Booking](#)

Email address:

Password:

[Login](#)

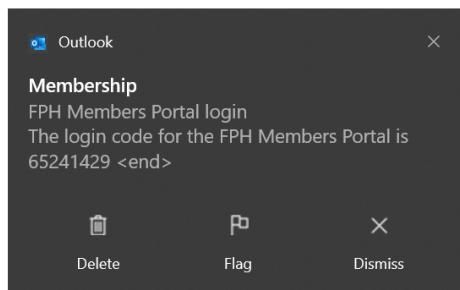
If you are an active member of the Faculty of Public of Health, this site gives you access to the Members Portal.

4. If this is the first time you are logging on or would like to reset your password, please set up your account using the "Create/Reset Password" option on the menu. The email address used should be the email address with which you are normally contacted by the Faculty. After you enter your email address and password, you will be sent an email containing a login code. If you experience any issues, please email [membership@fph.org.uk](mailto:membership@fph.org.uk)

FPH Members Portal login



The login code for the FPH Members Portal is 65241429



5. Once you are logged in, you will then be able to click on the '**Exams**' button. Please note that the 'Exam booking' button shown in the above screenshot is only for new users and non-members of FPH. As a registrar or someone who has previously had an attempt at the exam, you will already have a Portal account even if you have not logged in to it yet.

[Membership](#)[Upgrade](#)[Exams](#)[My Committees/SIGs](#)[Join SIG](#)[Events](#)[Logout](#)

Please select 'My Details' to manage your personal details, mailing preferences and provide us with vital information about your registrations and affiliations with other bodies. To ensure we hold the most accurate and relevant information, we ask that you take some time to update the details.

Please select 'My CPD' to record your Personal Development Plan (PDP) objectives, CPD activities, reflective notes and to make an annual submission. We have prepared a [support page](#) on our website to help you navigate through the new system.

FPH Members Portal

## 6. Click on the button 'Book Exam'.

### FPH Exams

This page shows your previous exam passes and attempts. It allows you to book an exam if applicable.

Date passed Diplomate exam: 23/05/2024

Date passed Final Membership exam:

If you would like to book an exam, click on "Book Exam" below.

[Book Exam](#)

Below are the exam attempts that you have previously made or booked.

Date	Sitting	Status	Receipt	Results

[Close Page](#)

7. Please then ensure your details are correct and up to date by clicking on '**My Details**'

Please check the following details are still correct:

- Name
- Preferred email for exam communications
- Mobile phone number - this will be used if the invigilator or a member of the FPH team needs to contact you on the day.
- Home address
- Date of birth
- Equality and Diversity data if you are happy to share this. The information disclosed will not be passed to the examiners and is used to support Faculty work in making exams fairer for everyone.

8. When you are happy that your details are correct, close the 'Details' page and click '**Book Exam**'.

9. You will first be asked to read the Terms and Conditions of the exam and the FAQs page. Please ensure you read these carefully before submitting your application.

10. Please ensure that you enter any details about special circumstances that may affect your ability to sit the exam, for example: for example, pregnancy, injury, medications you may need to take during the exam etc.

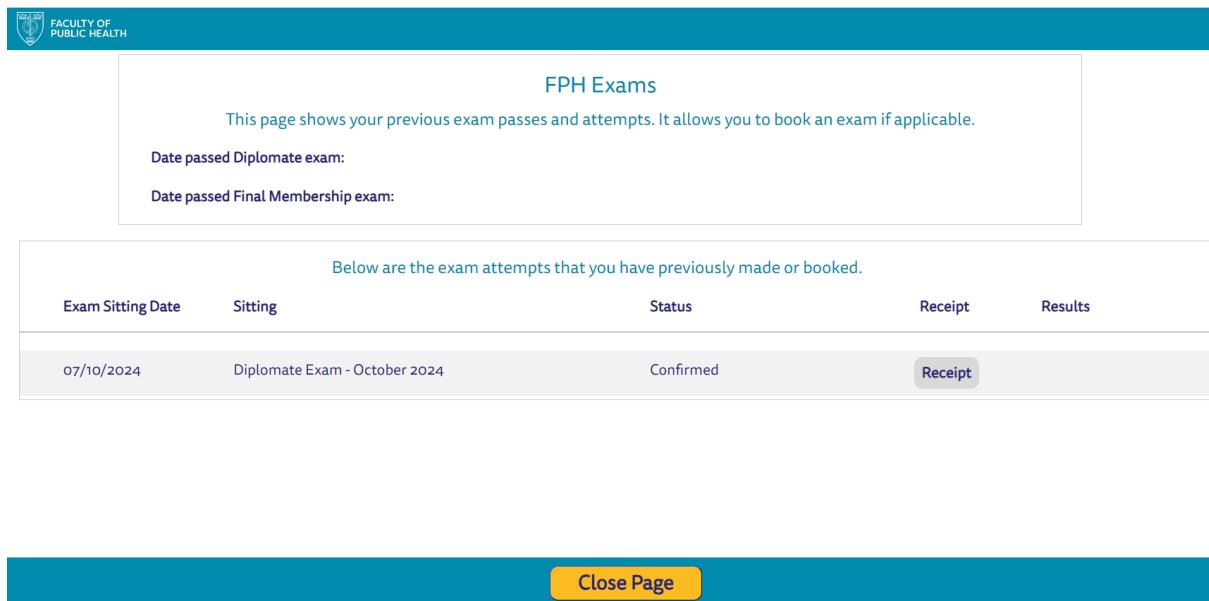
11. If you require a reasonable adjustment, there is another box to summarise your adjustment request. This should include whether you are requesting extra time, additional equipment etc. Please try and be as specific as possible with your request and send your Training Programme Director (TPD)/employer letter together with your professional report to the FPH Exams coordinator after submitting your application. Please refer to the [Adjustment Policy](#) for further information on this.

12. Please indicate if you would be happy to have your name published on the website by ticking the check box. Please note that only names of those who passed will be published.
13. Please tick to confirm that you accept the terms and conditions of the exam.
14. You will then be asked to make payment via the WorldPay system.

Worldpay Help'. A 'Cancel' button is also present."/>

15. Click '**Continue**' to see confirmation of your payment.

16. When you return to your Member Portal and click on '**Exams**', you will see that your exam attempt is now confirmed, and you can view your receipt.



The screenshot shows the 'FPH Exams' page with a teal header and footer. The main content area has a white background with a light gray border. At the top, it says 'FPH Exams' and 'This page shows your previous exam passes and attempts. It allows you to book an exam if applicable.' Below that, it says 'Date passed Diplomate exam:' and 'Date passed Final Membership exam:'. A table follows, with a header row: 'Exam Sitting Date', 'Sitting', 'Status', 'Receipt', and 'Results'. The data row shows: '07/10/2024', 'Diplomate Exam - October 2024', 'Confirmed', a blue 'Receipt' button, and a gray 'Results' button. At the bottom right of the content area is a yellow 'Close Page' button.

Exam Sitting Date	Sitting	Status	Receipt	Results
07/10/2024	Diplomate Exam - October 2024	Confirmed	<b>Receipt</b>	<b>Results</b>

If you need to reset your password at a later date, please click on the button 'Create/Reset Password' and enter your email address.

Please contact either [Educ@fph.org.uk](mailto:Educ@fph.org.uk) or [Suweenipanagoda@fph.org.uk](mailto:Suweenipanagoda@fph.org.uk) should you experience any issues at all or need to submit supporting documentation.

If you do not have any queries or documentation to submit, you will hear from FPH approximately two weeks after the closing date with a link to the latest Candidate Pack and further information.