



**FACULTY OF  
PUBLIC HEALTH**

**HONG KONG COLLEGE OF  
COMMUNITY MEDICINE  
& Faculty of Public Health**

*of the Royal Colleges of Physicians of the  
United Kingdom*

**DIPLOMATE CONJOINT  
EXAMINATION FOR  
MEMBERSHIP**

**Candidate Information  
Pack**

**Tuesday 5<sup>th</sup> and Thursday  
7<sup>th</sup> March 2024**

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## Introduction

The Faculty of Public Health (FPH) Diplomate MFPH examination is intended to test candidates' knowledge and understanding of the scientific basis of public health, and their ability to apply their knowledge and skills to the practice of public health. It consists of two papers (Paper I and Paper II).

Both Papers I and II are split into two parts/components A and B (Paper IA, Paper IB, Paper IIA and Paper IIB).

### Please note the following important changes:

- Please note that for this sitting, Paper I will be on **Tuesday** 5<sup>th</sup> March and Paper II will be on **Thursday** 7<sup>th</sup> March.
- FPH and TestReach have recently introduced additional invigilation procedures to further increase the security of the exam. **Please read this pack carefully as there are some changes to the onboarding procedure and what is required.** Additional details may be shared ahead of the exam so please ensure that you check your inbox for emails from FPH. If you would like to use an alternative email address to the one you used on your application form, please contact [Suweenipanagoda@fph.org.uk](mailto:Suweenipanagoda@fph.org.uk).
- Please see the following page for details about the Formulae Sheet and change in marking rules that were made in March 2023.

[The Diplomate Examination \(DFPH\) - Faculty of Public Health](#)

This pack is designed to provide you with all the information you will need to undertake the Diplomate MFPH examination.

## Online examinations

### Background

In June 2020 the Faculty of Public Health agreed to migrate both the DFPH and MFPH exams, to an online format. The MFPH will return to an in-person format from September 2022 while the DFPH Examination will be remaining online indefinitely. This decision will be reviewed by the FPH periodically to ensure that standards are maintained.

TestReach were chosen as the exam platform provider and they have many years of experience of delivering exams with remote invigilation and have worked with other Royal Colleges including the Royal College of Physicians of Ireland, the Royal College of Anaesthetists and the Faculty of Pharmaceutical Medicine.

## Equipment and IT requirements

Candidates should have access to the following:

- Please bring your own **simple, non-scientific, non-programmable calculator**. Please see below for further information.
- You will also be required to use a small **handheld mirror** to show the invigilator a 360-degree view of your room.

- You may be asked to use your **mobile phone** as a second camera for use throughout the exam. You must ensure that you have a fully charged mobile phone with a working camera for both days of the exam.
- You must be sitting the exam at a **desk**. If you have exceptional circumstances which means that you are unable to do this, please contact the Exams Team and we will discuss your individual needs and pass on any information to the invigilator as necessary.

## Calculators

Following candidate feedback, candidates are now permitted to use their own simple, non-scientific, non-programmable calculator for ALL papers. Invigilators will verify that the calculator matches this specification upon registration to the exam.

Examples of permitted calculators can be seen here:

[Example 1](#)

[Example 2](#)

## IT equipment

You do not need any special IT equipment for a remotely invigilated exam; a standard desktop or laptop with a webcam, a microphone and good quality internet connectivity will suffice. Please note that you will also need a working mobile phone with camera functionality and a fully charged battery.

**Please be aware that workplace settings/devices often have firewall restrictions that will need to be resolved with the relevant IT department in sufficient time. If this is not resolved, you may not be able to access the live exam on the day. Please see the appendix for a guide to the TestReach desktop app for IT departments. This includes details for whitelisting the specific URL access points.**

All of the key requirements are checked during the system check process and in the unlikely event of any issues, these will be brought to your attention and can be resolved well in advance of exam day. Technical support will also be available to assist during standard office hours if required.

The following minimum system requirements are required. Please also see the [TestReach FAQs](#) for any updates on minimum requirements and further information.

TestReach recommend a screen size of at least 13" and a resolution of 1024 x 768 . The computer must have Intel Core i3 (or equivalent) and 4GB RAM.

Minimum system requirements for remotely invigilated (online proctored) exams are:

- Laptop / computer with 4GB of available memory. The app will not work on phones, chrome books, or iPads/tablets. We cannot guarantee service on touchscreen devices as

some devices might be incompatible with the app. We recommend that candidates source a non-touchscreen device for their exams.

- A Windows v7.0+ or Mac10.10+ operating system, and MacOS BigSur users need to upgrade to 11.3+.
- Intel Core i3 (or equivalent).
- A working webcam that can be used to scan the room, microphone and speakers.
- Minimum candidate internet speed of 2 Mbps.
- Recommended screen size of at least 13" and a resolution of 1024 x 768.

If you have any questions, please contact the TestReach customer support team by emailing [support@testreach.com](mailto:support@testreach.com) or phoning on +44 (0)20 34758685

- Please ensure that you are connected to a power source if you are using a laptop. The TestReach application may use more battery power than normal so please do not rely on battery capacity – you need to connect it to a power source. Please also ensure that your mobile phone is fully charged.
- Please note that connecting to the internet using an ethernet cable rather than using WIFI will help to improve your connection.
- Hotspots are not recommended as the TestReach app will use up a lot of data. These should only be used as a fall-back option in the event of internet failure.
- Candidates who do not have a suitable set up could potentially borrow equipment or take the exam in a different location such as your workplace.
- If you have a choice between two devices that meet the minimum system requirements above, a larger screen would be preferable.
- If you decide to take the exam in a workplace setting, please ensure that you have tested the tutorial and checks recommended in the next section as soon as soon as possible to ensure the equipment you will be using is able to load the TestReach app and your keyboard, sound, webcam and screen are working well.
- **As mentioned above, please be aware that workplace settings/devices often have firewall restrictions that will need to be resolved with the relevant IT department in sufficient time. If this is not resolved, you may not be able to access the live exam on the day. Please see the appendix for a guide to the TestReach desktop app for IT departments. This includes details for whitelisting the specific URL access points.**

## Accessing your personal TestReach account and checking your device

1. You will receive an email from [customersupport@testreach.com](mailto:customersupport@testreach.com) with the subject line: 'TestReach New Account'. This will include your TestReach username and a temporary

password which you will be able to reset to a password of your choice by clicking on the button in the email.

If you do not receive this, please check your 'Junk email' first and then contact [Educ@fph.org.uk](mailto:Educ@fph.org.uk)

2. This email will also include a link to download the TestReach application.  
**Please use the device you intend to take the exam on to download the app.**

If you have previously sat an exam using TestReach and therefore already have an account, you will receive an email with a link to re-set your password.

Please note that if you have previously sat an exam, you may be prompted to download a new version on entering the app, and you must do this. The new app can take around 30 minutes to download.

3. If you are unable to download this application due to administrator settings on a work laptop or computer, please contact your IT department. If you have any other issues, please email TestReach or call them on the number below and they will help you to resolve this: +44 (0)20 34758685

[support@testreach.com](mailto:support@testreach.com)

### [Exam Candidate Support | TestReach](#)

4. When the download is complete click 'Run'
5. Launch the app
6. Please log in using your username and password.
7. A white screen will appear with three tabs – 'Check Set-up', 'Exams' and 'Take Tutorial'
8. Please click on 'Check Set-up' first to test your device. The app will ask you to confirm your webcam, microphone, and speaker settings. It will then test each setting in turn and ask you to confirm what you can see/hear.
9. On completing the check, you should see a message pop up to say, 'Set-up check successfully complete' (there may be a short lag between completing the checks and seeing this message)

It is important to note that this check tests your system compatibility, but you should still check your device against the IT requirements on the previous page.

You should do this well in advance of the exam, even if you have previously completed it. This ensures that any updates have been made to your device since you last ran the check have not caused any issues to the running of the TestReach app.

## **Familiarising yourself with the online exam canvas**

Once you have completed 'Check set-up' please click on 'Take tutorial'. We strongly recommend that you do this to ensure you are fully prepared for your exam. The tutorial includes an introduction to the online exam canvas and how to use it. Once you have finished looking through the tutorial, you will be able to enter the FPH Functionality Familiarisation Test.

Please note that this is now part of the same tutorial and can be accessed after Question 14. The text in Question 14 will tell you how to move on to this section.

**Please note that there is no spell check function available in the live exam.**

## FPH Functionality Familiarisation Test

FPH offer candidates the chance to try out the functionality that you will see in your customised Diplomat exam canvas. Past Diplomat exam questions have been included as example content.

As the Functionality Familiarisation Test is now incorporated within the tutorial there is no longer an attempt limit.

Some points to note:

- The exam paper has a set time duration of 2½ hours. Please note that you can re-enter the TestReach tutorial and re-start the Functionality Test as many times as you wish.
- There will not be a remote invigilator element for this trial exam and your answers will not be marked.
- The paper will consist of four questions – one Paper IA question, one Paper IIA question (with a word limit feature enabled) and two Paper IIB questions.
- The Paper IIA question appears with a word count feature enabled (set to 660 words). You can add text in excess of 660 words, but the background will change to red to indicate that you have exceeded the word limit. **In the live exam, examiners will not mark any text after the point where the script exceeds 660 words.**
- The word count feature will also be enabled in the live exam. Please note that this is the only question that has a word count limit. In the live exam this will be on Paper IIA, Question 1.
- Please note that the Functionality Familiarisation Test is a tool for you to familiarise yourself with the functionality of the online exam canvas ahead of the live exam. It is not intended to be a mock exam.

If you wish to view the full question and answer, these can be found on the website here:

Question 1: [key-points-examiner-comments-jan17-final.pdf \(fph.org.uk\)](#) – Question 1

Question 2: [new-paper-ia-specimen-questions.pdf \(fph.org.uk\)](#) Question 1

Question 3: [Paper IIB Specimen questions - FPH](#) – Specimen Question 1

Question 4: [Paper IIB Specimen questions - FPH](#) – Specimen Question 2a

## Confirming your exam booking with TestReach

Two weeks before the exam you will receive further emails asking you to enrol for your exam. Unless you have already banked a paper, you will receive an enrolment email for each paper.

Please note that as each candidate must be assigned to an invigilator onboarding slot, there will be up to three different times available to connect to an invigilator. Please be assured that the onboarding slot you are allocated will not affect your overall time allowed for the exam.

1. Please enrol as soon as possible in case of any issues but at the very latest by **Tuesday 27th February**. If there are any issues with booking your exam, we will then be able to resolve these before the day of the exam.

If you experience any issues, please contact TestReach on the details below. If they are unable to resolve the issue, please contact FPH at [educ@fph.org.uk](mailto:educ@fph.org.uk).

+44 (0)20 34758685

[support@testreach.com](mailto:support@testreach.com)

<https://www.testreach.com/candidate-support.html>

2. Once you have enrolled in your exam, you should receive an email from [customersupport@TestReach.com](mailto:customersupport@TestReach.com) confirming your booking.

Please see the [appendices](#) at the end of this candidate pack for more information about the online examination, what to expect on the day and hints and tips about functionality.



## Examination Timetable

Please note that you should ensure that you are at your desk, with your valid ID document, ready to connect to the invigilator **15 minutes** before your exam start time. The invigilator will then take you through the necessary ID and equipment checks ready to start the exam.

Please note that there is now one working day between Paper I and Paper II.

<b>Paper I Tuesday 5<sup>th</sup> March</b>	<b>Time (HKT)</b>
Paper IA Start time	15.30
Paper IA Finish time	18.00
Paper IB Start time	19.30
Paper IB Finish time	21.10
<b>Paper II Thursday 7<sup>th</sup> March</b>	<b>Time (HKT)</b>
Paper IIA Start time	15.30
Paper IIA Finish time	18.00
Paper IIB Start time	19.30
Paper IIB Finish time	21.30

### Late arrival

In the event of exceptional issues, you will be permitted to start your exam up to 30 minutes late.

### Contact numbers

In case of any issues, please store the following number and email address for TestReach in your phone.

44 (0)20 34758685 or [support@testreach.com](mailto:support@testreach.com) or <https://www.testreach.com/candidate-support.html>

If you have a technical issue and are unable to contact TestReach, please contact the FPH Education Team on 44 (0)2036961471, 44 (0) 203 696 1466 or 44 (0) 203 696 1473. Once the exam is complete, please ensure that you report any technical issues to FPH so that this can be investigated.

**If you experience a significant delay in being able to connect to your invigilator for your morning paper IA or IIA, please report this to FPH as soon as you have finished the morning paper. The Exam Coordinator will then contact TestReach to ask whether it is possible to delay your afternoon paper accordingly to allow you to take a suitable lunch break.**

## Identification documents

Please ensure you have one of the following forms of ID ready to show the invigilator for each exam paper. This must have a valid date. If your ID does not match the name on your application form, please send through evidence of the change in your name to the Exams Coordinator in advance of the exam day.

One of the identification documents listed below as proof of identity. It must be original, current and bear a photograph:

- Passport
- UK Immigration and Nationality Department identification document
- Home Office travel document
- Driving licence
- EU identity card
- National identity card (or Hong Kong Identity Card for Hong Kong candidates)

If the name on the identification document is different from that on the examination allocation email, original evidence must be provided to show that the candidate is the person named in that email. FPH will accept:

- A marriage or civil partnership certificate; or
- A declaration from the awarding body which granted the primary medical qualification stating that both names relate to the candidate.
- Confirmation of name change by enrolled deed poll.

If candidates do not bring the documents listed above, or if the identification document does not bear a photograph, they will not be allowed to take the examination. The examination fee will not be refundable under these circumstances.

If you are unable to provide the appropriate ID for your exam, please contact the appropriate exams coordinator.

## Permitted examination materials

Candidates are only permitted to have the following items on their desk:

1. A valid ID document.
2. Laptop/ Desktop computer.
3. Mouse and keyboard
4. One screen only. If you have another screen that is switched off, the invigilator will need to check this.
5. An A4 or A3 single-sided whiteboard with an erasable pen and a cloth to clean it with. The whiteboard must be clear at the beginning of the exam when joining the onboarding checks and at the end of the exam. You are not allowed to write anything on the whiteboard until you are given access to your exam papers. The invigilator will ask to check that the whiteboard is clear at the beginning and end of the exam.
6. Water/snacks in clear packaging.
7. A basic timer with no other functionality other than being a stop clock.
8. Candidates should have a non-scientific, non-programmable [calculator](#) for all four papers.
9. A handheld mirror – this will be needed to show the invigilator a 360-degree view of your room instead of a mobile phone. The mirror should be small clean and clear.
10. Mobile phone for use as a second camera. You should ensure that it is fully charged and has a working camera for this purpose. If the invigilator does not ask you to use this as a second camera, they will ask you to switch it off in front of the invigilator and place it out of reach. It is not permitted to have a phone on your desk during the exam.

### Your desk

Please note that all candidates are required to sit the exam at a desk. If you are unable to sit the exam at a desk, please inform the Exams Coordinator via email prior to the examination day so that the invigilators can be notified of this. Any candidate who connects to an invigilator and is not sitting at a desk will be asked to leave and re-join at a desk unless prior approval has been granted.

Please note that your desk must be clear of any items and **only** the above-mentioned permitted examination materials are allowed on the desk. Desk drawers and shelves should be clear of all items. If the remote invigilator finds your desk to have any other items, you will be asked to exit the exam onboarding procedure to remove the items and log back on with a clear desk.

### Prohibited items

Prohibited items include:

- Any type of watch (smart watch, digital or analog) or other wearable technology.
- Any security camera or other types of camera in the room.
- Any devices other than the laptop or computer you are using for the exam.
- Any resources, books, paper, notes (including English and/or foreign language dictionaries).
- A whiteboard with pre-written notes. A whiteboard is permitted but it must be clear when you enter the exam.
- Please note that it is not necessary to remove or cover up bookcases in your room. Books should, however, be out of reach. Any desk drawers or desk shelves must be emptied.
- Scientific or programmable calculator.
- Earphones/ear plugs. Pens, pencils, paper, or any other material to write on other than a clear A3 or A4 whiteboard.
- Mobile phones should not be on your desk and are only permitted as a way of showing the invigilator your environment or as use as a second camera for the duration of the exam if the invigilator asks you to do this. If you are not asked to use your mobile phone as a second camera, once the invigilation check is complete, the invigilator will ask you to turn your phone off and place it out of reach. If the invigilator suspects a candidate is using their phone or hears a sound from an electronic device, they will record this in their report for FPH to review.

Please note that if you enter the TestReach app on the day of the exam wearing earphones, you will be asked to remove them and log out and log in to the app again. This is because wearing earphones will affect the systems check validation for sound.

## On the day of the exam

1. When you login to TestReach you will see your exam papers are listed under the 'Exams' tab.
2. Please log in to the TestReach app **15 minutes** before your exam start time to connect to an invigilator. Please do not login earlier than 15 minutes before as you will not be able to connect to an invigilator earlier and may need to log out and back in again to prompt the connection.

Please remember to have:

- your valid ID document ready.
- your device plugged in to a power source.
- your **clear** whiteboard and erasable pen (if you choose to use one).
- any snacks or drinks in clear packaging/container.
- a basic egg timer should you choose to use one (this shouldn't have any other functionality).

- a non-programmable, non-scientific calculator.
  - [TestReach and FPH contact details](#) stored in your phone.
  - Please note that once the onboarding security checks have been carried out, it is not possible to leave the room again. If you do, you will need to start the security process check again.
3. At 15 minutes before your exam is due to begin, the button that previously said, 'Confirm exam time' will change to 'Connect to Supervisor'. (Please note that TestReach use the term 'Supervisor' for 'invigilator').

## During the examination

- The invigilator will be able to see your screen and will be able to hear you throughout the exam.
- Please ensure that your camera view is set up so that the invigilator can see your head and shoulders at all times. If you move out of this view, the invigilator will interrupt you to ask you to re-adjust your camera.
- Should you wish to ask them a question, you can either speak aloud or send them a message in the chat function.
- You are permitted to leave the room to visit the bathroom once during an exam paper for a maximum of five minutes.
- If you have an adjustment, you will receive information about this separately.
- If you wish to use the bathroom, please ensure that you ask the invigilator first and wait for their reply. Leaving the room without first notifying the invigilator will be recorded as misconduct in the invigilator report.
- If the invigilator notices any suspicious behavior, you will be asked to stop writing and the invigilator will carry on an environment check to ensure that it is secure. At this point, you will be asked to use your handheld mirror again to show a 360-degree view of the room. If the invigilator is content that there has not been any evidence of misconduct, they will note the time taken to conduct the exam environment check and this time will be added to the total duration of the exam.

## Finishing the examination

- If you wish to end your exam earlier than the full time, again please either speak aloud or use the chat message function to let the invigilator know.
- At the end of the exam, you will see an information page reminding you that you need to show the clear whiteboard to the invigilator.
- The invigilator will then ask to check that your whiteboard is clear if you are using one and instruct you to press submit on your exam. **Candidates must not exit the exam without showing the invigilator their clear whiteboard.**
- Shortly after your exam has ended you should receive an email from [customersupport@testreach.com](mailto:customersupport@testreach.com) confirming that your exam has been submitted.
- As detailed above, if you experience a significant delay in being able to connect to your invigilator for your morning paper IA or IIA, **please report this to FPH as soon as you have finished the morning paper.** The Exam Coordinator will then contact TestReach to ask whether it is possible to delay your afternoon paper accordingly to allow you to take a suitable lunch break.

## Leaving the examination

- If you feel unwell during the examination, please tell the invigilator immediately.
- If you feel that you cannot continue, please tell the invigilator that you wish to end the exam.
- Please see our [Extenuating Circumstances policy](#) for further information.

## Online exam FAQs

Please ensure that you have read the [FAQs here](#) before the day of the exam. This includes important information including what happens if your internet connection should fail.

## Misconduct

Please note that by ticking the box on the application form, you have confirmed that you agree to the [FPH Exam Regulations](#).

Please note that as questions are now from a closed bank, candidates must not attempt to capture questions or share questions after the exam. Please refer to the [Misconduct Policy](#) for further information.

The invigilator may stop any candidate suspected of misconduct and issue a warning during the examination, and if necessary, expel the candidate from the examination. Failing to follow instructions of examiners and invigilators may be grounds for a misconduct issue.

Examples of moderate offences include:

- A second person accidentally entering the room.
- Leaning out of view of the camera.

Examples of serious offences include:

- Answering a ringing phone (unless you are contacting TestReach/the FPH Exam team due to a complete loss of connection). Please ensure that phones are switched off before the exam begins to avoid risk of disturbance.
- Using a pen and paper.
- Possession of or consulting any prohibited items in the examination environment, such as textbooks and websites, digital devices or any written materials.
- Helping or receiving help from another candidate; and
- Writing down or attempting to capture any details of the exam questions for use outside of the exam.

A list of the infringement levels online invigilators will be using for the Diplomat Exam can be seen in the Appendix of the [FPH Exam Regulations](#).

Candidates committing these offences or any other activity that may be deemed to constitute professional or academic misconduct will be reported to examination officers and the FPH Education and Training Department. All incidences will be investigated in accordance with the FPH Examinations Misconduct Policy and Procedure, and if found to have engaged in misconduct candidates may have their examination result declared invalid and their name reported to their professional regulatory authority, and (if on a UK training scheme) to that training scheme as well.

## Withdrawing from 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.

- No refund will be made to candidates withdrawing within seven days of the examination.
- No refund will be made to candidates without written notice of intention to withdraw.
- A greater refund may be granted at the discretion of the Academic Registrar under exceptional circumstances.
- Any candidate who holds a banked paper and withdraws can apply to retain their banked paper. This can be granted at the discretion of the Academic Registrar.

Please see the [FPH Withdrawal Policy](#) here.

## Extenuating Circumstances

Candidates may complete the [Extenuating Circumstances Form](#) to inform FPH of serious circumstances that occurred on the date of the Diplomate Examination and that have adversely affected their examination performance. This information will be made available to the relevant Chair of Examiners.

Please note, marks/results will not be altered to reflect individual circumstances. The only available 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.

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 date.

Types of circumstances that the Faculty may consider to be serious include:

- The death or critical illness of a dependent or close relative on the day of the examination
- A severely debilitating illness/accident that strikes on the day of the examination.
- A serious deterioration of a long-standing illness on the day of the examination

Circumstances that would be considered ineligible:

- 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 FPH ahead of time.

### Infectious illnesses

Please do not attend a shared exam venue with an infectious illness. Please submit an application for extenuating circumstances and obtain supporting evidence in the form of a medical report and letter from your employer or Training Programme Director to support your application.

## Notification of Results

Examination results will be sent **by email to the email address given on the application form** on **Friday 3rd May**.

A pass list and results summary will be published on the FPH website in the following week. **Examination results will not be given over the telephone and** are not posted in the Faculty premises.

Candidates who have passed the examination will have their names passed to the Membership Department of the Faculty for election to Diplomate Membership.

Results of candidates on the Training Scheme will be sent to the relevant Training Programme Director.

Please note that it is not possible to apply for the Final Membership Exam until you have received your results letter confirming that you have passed the Diplomate Exam.

In general, it is recommended that registrars on an approved training programme sit the exam with at least two years (whole time equivalent) of training remaining. This usually happens about six to twelve months after passing the Diplomate examination. Registrars working less than full time should discuss the timing of the examination with their Training Programme Director and Educational Supervisor.

Once the Diplomate examination (DFPH) has been passed, no candidate will be permitted more than seven years to pass the Final Membership examination (MFPH). The seven-year validity period will be calculated from the date that a candidate passes the DFPH examination. Should a candidate fail to achieve a Final Membership examination (MFPH) pass within the seven-year limit, they will be required to take the Diplomate examination (DFPH) again.

## Feedback

Examiners' comments will be posted on the website following each exam sitting. Candidates will not receive detailed individual feedback.

## General Advice to Candidates from Examiners

### Examination preparation

You are advised to practise writing exam papers under exam conditions including timing yourself taking a past paper and practising typed answers.

As always, in preparing for this exam, candidates are advised to ensure they can define common terminology and concepts from all parts of the syllabus, practice their examination skills, and be able to apply their knowledge and skills in a public health context. The latter is particularly important for Paper IIA, where being able to synthesise the key issues raised by a research paper and being able to identify and communicate key public health messages (often beyond those narrowly described by the paper's authors) to a variety of audiences, is required for a pass.

Sitting the exam for (or beyond for those with extra time) 2.5 hours is tiring both mentally and physically. It is well worth preparing for that through timed practice exam opportunities (either formal or informal).

### Taking the examination

You are advised to read the questions carefully and follow the instructions. The number of parts to the question will be listed at the beginning of each question. **Please ensure you scroll down to view all parts of the question.**

Answer all the questions. Where marks are divided across questions these provide an indication of how you should divide your time in answering the questions.

Please note that you will not be penalised for writing out formulae rather than using symbols. The examiner will mark what you've written regardless of format as long as it is possible to follow your working and understand what has been done.

Please note that Paper IA contains questions 1-6. Paper IB starts at Question 7.

### Expectations and characteristics of good answers:

Examiners look for clarity, brevity, focus, structure, an appropriate use of technical terms, avoidance of irrelevant material, and a suitable level of neatness.

Candidates need to show an understanding of key public health principles, demonstrate that they can apply them to a problem and give answers that are framed from a public health perspective.



Candidates are expected to demonstrate evidence of public health knowledge, applied with care and where necessary show an ability to make connections across narrow subject areas. An answer is unlikely to require simply a statement of facts or definitions (although this may form part of an answer), nor should an answer include material irrelevant to the question.

Some questions require evidence that candidates demonstrate knowledge of 'real life' public health practice, rather than an abstract discussion of the concepts.

A good answer will have logical order and an appropriate structure, framework or headings; judicious use of bullet points where appropriate can be helpful, although the expectation is that the bullet points will contain explanatory sentences not single words. Candidates should be able to present facts and other material in an accessible, clear and logical way. Examiners need to see evidence that the candidate understands and can illustrate all aspects of the question in their answer.

#### Characteristics of poor-quality answers:

Inappropriate answers: writing information that has not been asked for in the question, even if the information itself is factually correct, will not gain credit.

Lack of focus: candidates who use a 'scattergun' approach that is, using a well-rehearsed general answer to a specific question, will not gain credit for relevant key points they happen to mention along with other material which is irrelevant to the question asked.

## **Paper IIA and word limit for Question 1**

There is a word count limit for your response to question 1 for Paper IIA. Examiners will stop marking if the word count is exceeded by more than 10% (i.e., 660 words).

The online exam answer pad has a word count limit for Paper IIA, Question 1. Please note that when you exceed 660 words, the background will turn red. The exam canvas will allow you to write over the limit (to allow you to write more before editing your answer) but please note that examiners will not mark text over 660 words.

Please ensure you do not enter your name anywhere in your answer.

## **Examiners' comments and Specialty Registrars' feedback**

Please note that previous feedback from the Specialty Registrars' Committee and the letter of response from the Diplomate Exam Chair of Examiners can be found [here](#):

Examiners' comments can also be found in the same [location](#).

### **Link to advice on preparing for the Diplomate Exam from the winner of January 2018 Michael O'Brien prize**

<https://betterhealthforall.org/2018/06/06/advice-on-preparing-for-part-a-from-the-winner-of-this-years-michael-obrien-prize/>

#### **FPH Twitter feed**

Follow @FPH on Twitter for notifications of communications about the exam.

#### **Communications before the exam**

Please note that the Exams Coordinator will send a reminder email to candidates the week before the exam and the last working day before the exam. These emails will include important reminders and any new updates so please look out for this in your email.

**Questions?**

If you have any queries, please do not hesitate to contact FPH at [educ@fph.org.uk](mailto:educ@fph.org.uk)

Wishing you good luck in the examination!

## Appendices: Online Examinations

### Appendix 1: Starting the exam

1. Once you have clicked to [connect to a supervisor](#) you will see the following page confirming the paper you are sitting.
2. Please note that the duration displayed is the same for all candidates. Adjusted exam durations will not be visible on this screen.

DIPLOMATE EXAMINATION FOR MEMBERSHIP OF THE FACULTY OF PUBLIC HEALTH United Kingdom Paper IA March 2022	
<b>Test Description</b>	<b>Attempts taken</b>
DIPLOMATE EXAMINATION FOR MEMBERSHIP OF THE FACULTY OF PUBLIC HEALTH	0 of 1
<b>Paper Description</b>	<b>Number of questions</b>
United Kingdom Paper IA March 2022	6
<b>Pre-test Notes</b>	<b>Time Allowed</b>
	2 hours 30 minutes
<b>DIPLOMATE EXAMINATION FOR MEMBERSHIP OF THE FACULTY OF PUBLIC HEALTH</b> 14th March 2022: 09:45 – 12:15  <b>PAPER IA</b>	
<hr/> <b>Candidates should answer all six questions</b> <hr/>	
<i>This paper is intended to test knowledge across the broad range of the discipline. It is, therefore, essential that candidates ALLOW SUFFICIENT TIME FOR EVERY QUESTION.</i>	
<i>Weighting of marks in multi-part questions is equal unless otherwise indicated.</i>	
<i>Style and clear grammatical English will be taken into consideration by the Examiners.</i>	
<i>Paper IA is based on the first three sections of the Diplome Syllabus with each section containing two questions. Section headings have been included with the question.</i>	

3. Before you are connected to a supervisor, you will be asked to read the terms and conditions of the exam.
4. Please read this checklist carefully as there are some important reminders before you begin the exam.
5. When you have clicked to accept all terms, you will be able to click next and connect to a supervisor.
6. You will be asked to check your settings one more time using the 'Systems check' feature.
7. You will then see a message saying that the system is trying to connect you to a supervisor and an estimated wait time.

- Should you encounter any issues, please call the [TestReach support number](#) that is displayed on the screen.
  - If for any reason you are unable to contact TestReach by phone, please email the TestReach helpdesk. Your email will then be time stamped and can be used as supporting evidence should there be further issues.
  - Please note that you will not lose any time from your exam if there is a delay in connecting to the invigilator. The exam time will only begin when the supervisor has connected with you and completed the necessary checks.
8. The invigilator will first ask you to show your valid ID document.

They will ask you to hold it close to the webcam so that they can verify your name and your photograph.

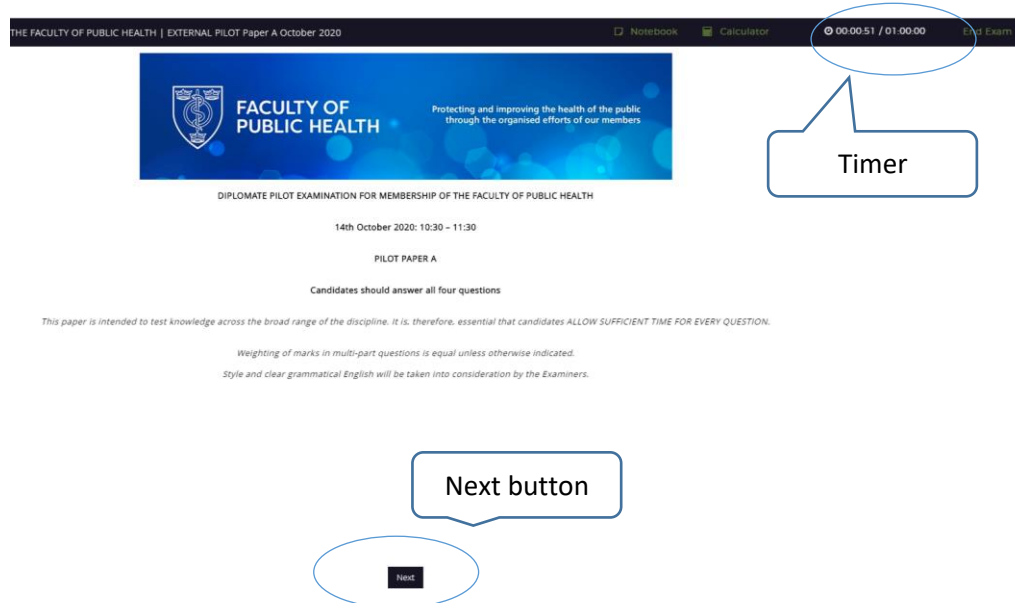
Please ensure that your ID matches the name on your application form. If it does not match, please send your marriage certificate/appropriate document to confirm the difference in your name to the FPH Exams team as soon as possible. This will avoid this check needing to be completed on the day of the exam.

### **Onboarding security checks**

1. The invigilator will ask you to use a small handheld mirror to complete a 360 degree check of your room.
2. They will also complete a thorough environment check. This will involve showing the invigilator a slow view of your desk, underneath your desk and a wide view of your desk.
3. Please note that the invigilator will not be able to complete the check and let you start the exam until they are confident that they have seen your desk and the items on it, we would therefore recommend that you practise using a mirror to show your desk to the camera to ensure that this check is completed as quickly and smoothly as possible.
4. If you have any items on your desk that are not permitted, you will be asked to leave the exam and re-enter once you have cleared your desk of these items.
5. You will be asked to show your clear whiteboard and other permitted items. Please note that it is not permitted to write on your whiteboard until you have been granted access to the exam.
6. The invigilator may ask to check your ears and any pockets.
7. The invigilator may also ask to check any wires or USB devices plugged into your device.
8. You will be asked to close any doors.
9. Once the onboarding checks have been carried out, it is not possible to leave the room again before the exam begins. If you do, the onboarding checks will need to be carried out again.

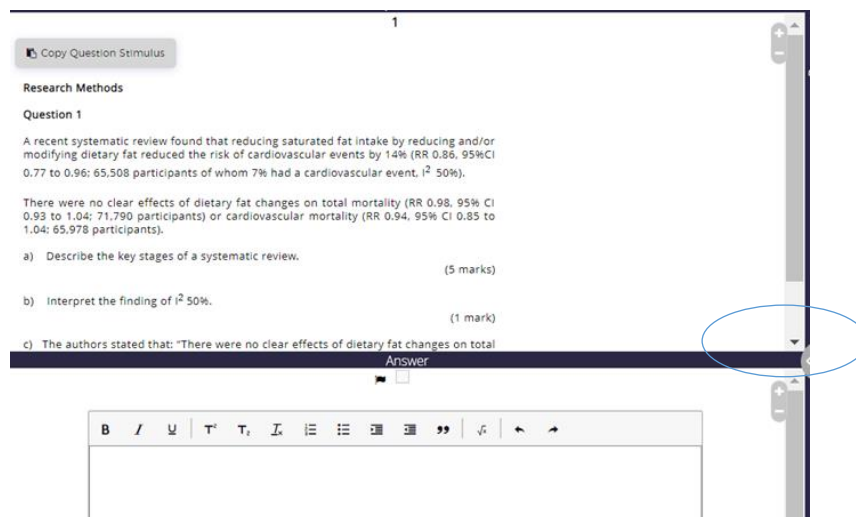
## Appendix 2: Beginning the exam

Once the supervisor has said that you can begin the exam, you will see the following screen with the blue Faculty banner. At this point your exam time will start and you will see that the timer has started. Please click the next button to view the first question.



## Appendix 3: Viewing the questions

Please ensure that you scroll down in the question panel to ensure that you see all parts of the question.



Please note that there is no 'save' button as answers are automatically saved. If you accidentally delete part of your answer when cutting and pasting, please use Ctrl V to paste it back into your answer. If you delete it accidentally outside of the cut and paste process, please click undo. If for any reason you are unable to retrieve it via these methods, please speak to the invigilator who will be able to restore it for you.

## Appendix 4: Invigilator view

- When you are in your exam you will see yourself and the image of your screen on the bottom right-hand side.
- This shows you the invigilator view.
- If you find this distracting, you can minimise the invigilator view by hovering your mouse over the top of the Supervision line title and dragging it down.

## Appendix 5: Interaction with the invigilator during the exam

- The invigilator will be able to see your screen and will be able to hear you throughout the exam.
- Should you wish to ask them a question, you can either speak aloud or send them a message in the chat function.
- If you wish to use the bathroom, please ensure that you ask the invigilator first and wait for their reply. Leaving the room without first notifying the invigilator will be recorded as misconduct in the invigilator report.

## Appendix 6: Submitting your exam

- If you wish to end your exam earlier than the full time, again please either speak aloud or use the chat message function to let the invigilator know.
- The invigilator will then ask to check that your whiteboard is clear if you are using one and instruct you to press submit on your exam. **Candidates must not leave the exam without showing the invigilator their clear whiteboard.**

### Confirmation of your exam submission

Shortly after your exam has ended you should receive an email from

[customersupport@testreach.com](mailto:customersupport@testreach.com) confirming that your exam has been submitted.

## Appendix 7: Hints and tips

### Word count

For Paper IIA Question 1, as usual, there will be a Word count limit of 600 words. Candidates are permitted to exceed this by 10%.

As the exam is now in an electronic format, there is now a word count feature within the answer box.

The background of the answer pad is white, however, when you exceed 660 words for Question 1 in Paper IIA the answer box background will turn red.

Please note that it will still be possible to write further text (to allow you to write more and then edit your answer) but examiners will know that you have exceeded the limit and will not mark text past the point of 660 words.

**Please note that there is no spell check function available in this exam.**

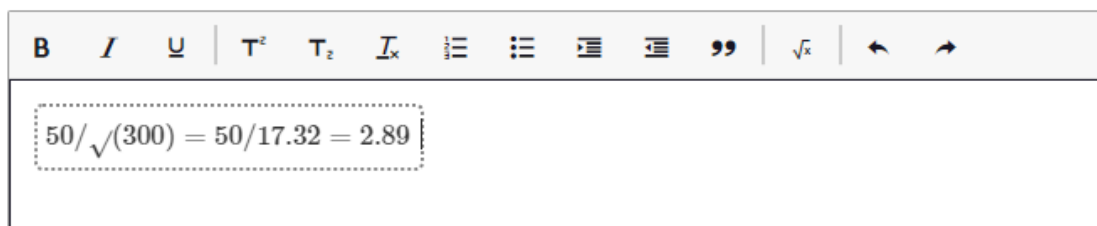
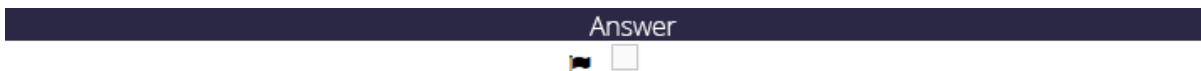
### Arithmetic keyboard

An additional feature that is available to view within the FPH Functionality Familiarisation Test is the arithmetic keyboard.

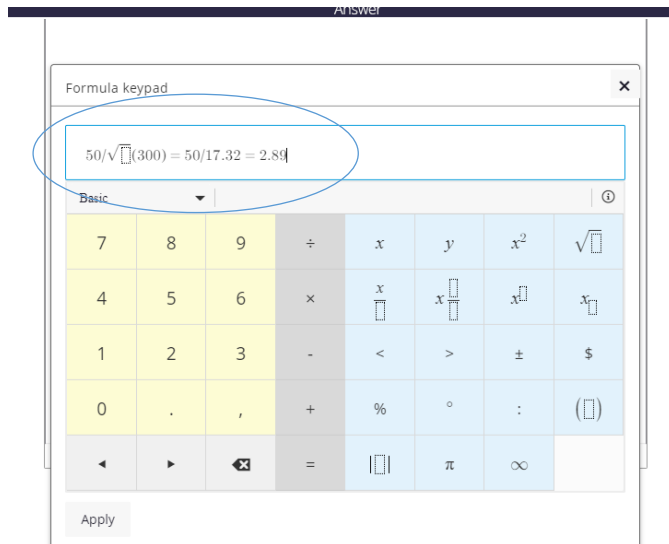
- To access the arithmetic keyboard, please click on the square root button in the formatting toolbar



- Enter the symbols or equation you wish to insert into your answer and click 'apply'.



- You may find it is easier to insert an equation into the arithmetic keyboard in one entry rather than trying to add each operator individually and manipulate it in your answer box



## Formatting tool bar

When using your answer pad, if you have reached the point where you need to scroll to see the end of your answer, the formatting toolbar will disappear.

The solution to this is to fully expand your answer box to the top of the screen, you will then be able to scroll up and down in your answer and see the formatting bar as you will see below.

## Undo function



It is useful to note that if you delete something accidentally during the exam, you can use CTRL Z to undo. There is also an undo button on the formatting toolbar.

### **Using an Apple Mac**

- Please note that if you will be taking the exam using an Apple Mac and using a separate keyboard, the copy and paste function will only work using the keyboard on your Mac. Please use Cmd C and Cmd P to copy and paste.
- We would advise practicing this in advance of the exam, using the FPH Functionality Familiarisation Test to ensure you can find a solution that works for your set up.
- This is particularly important if you are using a laptop with the lid closed and an external monitor.

**We hope you have found this guide useful but please do not hesitate to contact FPH at [educ@fph.org.uk](mailto:educ@fph.org.uk) if you have any queries.**

**With best of luck for the exam.  
The FPH Exams Team**

# A Guide to the TestReach Desktop App for IT Departments

## What is the TestReach Desktop App?

The TestReach Desktop App is an application that can be downloaded to a desktop or laptop to enable a candidate to take an exam on TestReach.

When opened, the TestReach Desktop App launches the TestReach Online website and it acts and behaves in the same way as if you were accessing the TestReach Online application using a standard internet browser.

## Why is the TestReach Desktop App Required?

The TestReach Desktop App is used for two purposes

1. Remotely Invigilated Exam

A Remotely Invigilated Exam is an exam that the candidate takes while been monitored by our trained supervisors via their webcam, audio feed and screen share. The Desktop App facilitates these connections and ensures a smooth experience for the candidate.

2. Secure Online Exam

A Secure Online Exam is an exam that the candidate takes without being monitored, but they are “locked-in” to the application from the time they launch the exam until the time they complete it. This prevents them from, for example, opening up a web browser and googling the answers while they take the exam.

## What are the System Requirements?

The TestReach Desktop App will run on any PC running Windows 7+ or a Mac running OS 10.10+

It requires a minimum computer specification of Intel Core i3 (or equivalent) and 4GB RAM. It is also advised that the candidate uses a screen size of at least 13” and a resolution of 1024 x 768.

## Are there any Security Concerns?

The TestReach Desktop App is very robust, safe to run and has been rolled out across the globe in government, EU organisations, professional bodies, corporations, etc. without any negative reports.

Once the exam is completed, the TestReach App can be closed by clicking the <Exit> button and has no notification service or any other configuration that runs while the App is not opened.

When opened it only connects to standard http and https websites through the standard Ports 80 and 443.

For those organisations requiring whitelisted IP addresses, the URL access points are as follows:

[testreach.com](https://testreach.com)

[learnosity.com](https://learnosity.com) [zendesk.com](https://zendesk.com)

[dof8gyq4yceq.cloudfront.net](https://dof8gyq4yceq.cloudfront.net)

54.163.229.157 via TCP/UDP 3478

For further information please see <https://www.testreach.com/candidate-download.html> or email [customersupport@testreach.com](mailto:customersupport@testreach.com) or call Technical Support on UK: +44 (0)20 34758685 / IE: +353 (0)1 6991385.



## Location of the Diplomat Exam Formulae Sheet in the TestReach exam canvas

When you enter your exam paper you will first see the blue FPH banner and a cover page. The exam time will have started at this point and you will see the timer counting up from zero in the top right-hand corner.

Press 'Next' to continue into the exam.

The screenshot shows the TestReach exam interface. At the top, there is a blue banner with the Faculty of Public Health logo and the text 'FACULTY OF PUBLIC HEALTH' and 'Protecting and improving the health of the public through the organised efforts of our members'. Below the banner, the text reads 'DIPLOMATE EXAMINATION FOR MEMBERSHIP OF THE FACULTY OF PUBLIC HEALTH' and 'Functionality test'. Further down, it says 'Candidates should answer all four questions' and provides instructions: 'This paper is intended to test knowledge across the broad range of the discipline. It is, therefore, essential that candidates ALLOW SUFFICIENT TIME FOR EVERY QUESTION.', 'Weighting of marks in multi-part questions is equal unless otherwise indicated.', and 'Style and clear grammatical English will be taken into consideration by the Examiners.' At the bottom, it states 'Paper 1A is based on the first three sections of the Diplomat Syllabus with each section containing two questions. Section headings have been included with the question.' In the top right corner, a timer displays '00:08:23 / 02:30:00'. At the bottom center, there is a 'Next' button. A red circle highlights the timer, and another red circle highlights the 'Next' button. A callout box with the text 'Next button' points to the 'Next' button.



You will then see the Formulae Sheet. You will be able to return to this once in the exam so press 'Next' again to continue to the exam.

Diplomate Examination for Membership of the Faculty of Public Health March 2023 | Functionality test

Notebook Calculator 00:04:00 / 02:30:00 End Exam

**DIPLOMATE EXAMINATION**

**FORMULAE SHEET**

Term	Formula
Attributable Risk	$AR = R_{exposed} - R_{unexposed}$ where AR = Attributable Risk $R_{exposed}$ = Risk in exposed group $R_{unexposed}$ = Risk in unexposed group
Attributable Risk Fraction Aetiological Fraction	$ARF = \frac{R_{exposed} - R_{unexposed}}{R_{exposed}} = 1 - \frac{R_{unexposed}}{R_{exposed}}$ where ARF = Attributable Risk Fraction $R_{exposed}$ = Risk in exposed group $R_{unexposed}$ = Risk in unexposed group
Vaccine Efficacy	$VE = \frac{R_{unvaccinated} - R_{vaccinated}}{R_{unvaccinated}} = 1 - \frac{R_{vaccinated}}{R_{unvaccinated}}$ where VE = Vaccine Efficacy $R_{unvaccinated}$ = Risk in unvaccinated group $R_{vaccinated}$ = Risk in vaccinated group
Population Attributable Risk	$PAR = R_{population} - R_{unexposed}$ where PAR = Population Attributable Risk $R_{population}$ = Risk in population $R_{unexposed}$ = Risk in unexposed
Population Attributable Risk Fraction	$PARF = \frac{R_{population} - R_{unexposed}}{R_{population}} = 1 - \frac{R_{unexposed}}{R_{population}}$ where PARF = Population Attributable Risk Fraction $R_{population}$ = Risk in population $R_{unexposed}$ = Risk in unexposed $PARF = \frac{p(RR - 1)}{p(RR - 1) + 1}$ where PARF = Population Attributable Risk Fraction p = Prevalence of the exposure in the population RR = Relative risk of outcome for the exposed compared with the unexposed
Variance	$s^2 = \frac{\sum(x_i - \bar{x})^2}{(n - 1)}$ where $s^2$ = Variance of sample $x_i$ = Individual value n = Number of observations

Resources

Next

Next





To return to the Formulae Sheet once you are in your exam paper, please click the **second** information button. The first information button is the cover page shown on page 1.

The screenshot displays the exam interface for the 'Diplomate Examination for Membership of the Faculty of Public Health March 2023 | Functionality test'. The top navigation bar includes a back arrow, two information buttons (the second is circled in red), and question numbers 1, 2, 3, 4, and a forward arrow. The main content area is split into two panels: 'Question' and 'Resources'. The 'Question' panel shows 'Question 1' with a 'Copy Question Stimulus' button and a 'Research Methods' section. The 'Resources' panel is blank with the message 'There is no resource for this question. This panel is therefore blank.' and a 'Copy Resource' button. The bottom navigation bar includes a back arrow, two information buttons (the second is circled in red), and question numbers 1, 2, 3, 4, and a forward arrow. A red circle highlights the second information button in both the top and bottom bars, with a line connecting them.



For a demonstration of this, please see the video tutorial included in this email. The exact timing of the formulae sheet being shown is 3.00 minutes to 4.13 minutes.

Please note the following:

- The Formulae Sheet will appear in all four papers.
- Please note that this is not an exhaustive list of formulae that candidates are expected to know or need for the exam. For example, candidates will not be provided with formulae for key epidemiological concepts such as sensitivity, specificity, relative risk and odds ratio, for example.
- It is not possible to copy, paste or edit the formulae. The Formulae Sheet is intended as a memory aid only.
- We would recommend using the Functionality Test to try using the Formula Keypad so that you are familiar with this before your exam.
- Please note that you will not be penalised for writing out formulae in word form in your exam if you prefer to do this.

**End of document**