



FPM Mitigating and Exceptional Circumstances Policy

1. Purpose

This policy sets out how the Faculty of Pharmaceutical Medicine (FPM) considers mitigating and exceptional circumstances that may affect a candidate's performance in examinations.

For the purposes of this policy, the terms mitigating and exceptional circumstances are used interchangeably.

It aims to ensure that candidates are treated fairly and consistently, while maintaining the integrity and standards of the examination process.

Mitigating or exceptional circumstances are not grounds for adjustment of marks and do not guarantee a pass.

2. Scope

This policy applies to all candidates undertaking FPM examinations, regardless of examination format.

This policy should be read alongside:

- the Examination Regulations;
- the Examination Appeals Policy; and
- the Examination Misconduct Policy.
- the Examination Reasonable Adjustment Policy
- The Withdrawals Policy



3. Principles

FPM operates on the following principles:

- candidates are responsible for determining their fitness to sit an examination;
- examinations are designed to allow candidates to demonstrate competence under standard conditions;
- fairness to all candidates requires consistent application of rules;
- reasonable adjustments must be requested and approved in advance as per the Reasonable Adjustments Policy.

4. Definition of Mitigating and Exceptional Circumstances

Mitigating or exceptional circumstances are defined as unforeseen and unavoidable events that are:

- outside the candidate's control; and
- likely to have a significant adverse impact on examination performance.

Examples may include:

- acute illness or injury occurring immediately before or during the examination;
- bereavement of a close family member shortly before the examination;
- serious and unpredictable personal emergencies.

This list is illustrative and not exhaustive.

5. Circumstances That Will Not Normally Be Accepted

The following will not normally be considered mitigating or exceptional circumstances:

- conditions or circumstances known in advance of the examination;
- long-term or chronic conditions where reasonable adjustments could have been requested;
- work-related pressures, rota issues, or leave difficulties;
- stress, anxiety, or examination nerves not arising from an acute event;
- technical issues not reported at the time of the examination.



6. Notification During the Examination

Where mitigating or exceptional circumstances arise at the start of or during an examination, candidates must notify the invigilator or examination lead at the earliest opportunity, wherever reasonably possible.

Failure to notify issues at the time may limit the FPM's ability to take them into account.

7. Submission of Evidence

Claims of mitigating or exceptional circumstances must be supported by independent documentary evidence.

Evidence should:

- relate directly to the examination period;
- clearly describe the nature and timing of the circumstance;
- be submitted by the deadline specified in the Examination Regulations or related guidance.

8. Interaction with Examination Appeals

Mitigating or exceptional circumstances are not considered automatically and do not, in themselves, constitute grounds for appeal.

Where circumstances arise before an examination, candidates may withdraw in line with the Examination Regulations. Candidates who choose to proceed with the examination do so acknowledging that those circumstances may not subsequently be accepted as grounds for appeal.

Exceptional circumstances arising during the examination may be considered as part of an appeal only where they were notified at the time and are supported by evidence.



9. Outcomes

Where mitigating or exceptional circumstances are accepted, FPM may, at its discretion:

- take no action where appropriate;
- annul the examination attempt without penalty; or
- offer a re-sit in accordance with the Examination Regulations.

Marks will not be adjusted and borderline performance will not be reassessed on the basis of mitigating or exceptional circumstances.

10. Limitations

This policy is subject to the following limitations:

- submission of mitigating or exceptional circumstances does not guarantee any specific outcome;
- claims must be supported by appropriate and timely independent evidence; unsupported or late submissions may not be considered;
- marks and examination standards will not be adjusted under any circumstances;
- this policy applies only to the impact of circumstances on examination performance and does not extend to training, employment, or other matters;
- candidates remain responsible for determining their fitness to sit an examination and for requesting reasonable adjustments in advance;
- circumstances not reported at the time of the examination may not be considered;
- mitigating or exceptional circumstances apply only to the relevant examination diet and will not be applied to other sittings;
- decisions made under this policy are final, subject only to the provisions of the Examination Appeals Policy.

11. Data Protection

All information submitted under this policy will be handled in accordance with applicable data protection legislation.



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12. Policy Review

This policy will be reviewed every two years, or sooner where required due to changes in examination delivery, regulation, or emerging issues.