



FPM Examinations Withdrawal Policy

1. Purpose

This policy sets out the circumstances under which candidates may withdraw from Faculty of Pharmaceutical Medicine (FPM) examinations, and the associated refund arrangements. It aims to ensure that withdrawals are managed in a fair, transparent and consistent manner.

2. Scope

This policy applies to all candidates registered for FPM examinations, regardless of examination format or sitting.

This policy should be read alongside:

- the Examination Regulations;
- the Mitigating and Exceptional Circumstances Policy; and
- the Examination Appeals Policy and
- the Reasonable Adjustments Policy.

3. Principles

FPM operates on the following principles:

- candidates are responsible for managing their examination entry and for notifying withdrawal within the specified timelines;
- clear deadlines and refund arrangements support transparency and fairness;
- fees retained reflect costs reasonably incurred in preparing and delivering examinations;
- all candidates are treated consistently, except where exceptional circumstances apply;
- exceptional circumstances must be evidenced and will be considered in line with the relevant policy.



4. Withdrawal Process

All withdrawal requests must:

- be submitted by email to exams@fpm.org.uk; and
- clearly state the candidate's name, examination, and sitting.

The date the email is received will be recorded as the official withdrawal date.

5. Refunds

Before the registration deadline

(the published closing date for exam entry for that sitting)

- Candidates who withdraw before the registration deadline will receive a 100% refund.

After the registration deadline but more than 14 calendar days before the exam

- Withdrawals received after the registration deadline and more than 14 calendar days before the exam will receive a refund minus a £75 per paper administrative fee.
- This fee reflects costs already incurred in preparing and administering the examination (including examination platforms, venue hire and/or staff time, as applicable).

Within 14 calendar days of the exam (including the exam day)

- Refunds are not normally available for withdrawals made within 14 calendar days of the exam, or for candidates who do not attend.
- Exceptional circumstances will be considered in line with the Mitigating and Exceptional Circumstances Policy.
- All claims must be supported by appropriate documentary evidence.
- Where a refund is approved, the £75 per paper administrative fee will still apply.

6. Additional Information

- Candidates who withdraw after starting an examination are not eligible for any refund.



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- Candidates entered for both Part 1 and Part 2 who fail Part 1 will be automatically withdrawn from Part 2 and will receive a full refund of the Part 2 fee.
- Examination fees cannot be transferred to another sitting.

7. Limitations

This policy is subject to the following limitations:

- submission of a withdrawal request does not guarantee a refund outside the stated conditions;
- requests relating to exceptional circumstances must be supported by appropriate evidence; unsupported or late submissions may not be considered;
- this policy does not permit the transfer of fees between examination sittings;
- this policy applies only to examination entry and withdrawal, and does not extend to training, membership, PMST or other matters;
- candidates remain responsible for determining their fitness to sit an examination;
- this policy does not apply where examinations are cancelled by FPM, in which case separate arrangements will be communicated;
- decisions made under this policy are final, subject only to the provisions of the Examination Appeals Policy.

8. Data Protection

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

9. Policy Review

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

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