

F2 Stand-alone Programmes 2023 - Situational Judgement Test

Extenuating Circumstances Policy

1. Test Sittings

Longlisted applicants of the F2 Stand-alone Programmes are required to sit the Situational Judgement Test. There are no exceptions or exemptions to this requirement. Failure to do so will result in your application not progressing further.

The SJT must be taken during the specific testing window:
Monday 27 February 2023 – Friday 3 March 2023

2. Extenuating Circumstances

Extenuating Circumstances include bereavement, serious short-term illness or accidents, and other such events that are considered:

- Severe
- Exceptional
- Unforeseen
- Unavoidable
- Occur close to the date of the SJT

and which seriously affect your ability to undertake the SJT on the date for which you are registered. Examples of Extenuating Circumstances would be bereavement, illness, health related circumstances and/or personal circumstances which prevent you from taking your test. **This list is not exhaustive, and cases will be reviewed on an individual basis.**

If you believe that Extenuating Circumstances seriously affect your ability to take the SJT on the date you are registered for, you must submit an Extenuating Circumstances claim form along with supporting evidence at the earliest opportunity, and no later than one working day **after** the date of your SJT appointment.

Claims of Extenuating Circumstances cannot be made retrospectively, that is after completing the SJT. **By starting and completing the SJT, you are declaring yourself 'fit to sit'.**

If you are taken severely and suddenly unwell during the SJT, you must alert a Pearson VUE invigilator immediately. The onus will be on you to decide whether you are well enough to continue with the test, or whether you wish to end the test, and a discussion should take place with the test invigilator at the time. If you decide to end the test early, you should submit an Extenuating Circumstances form with supporting evidence. If you are well enough to continue the SJT, your test will be marked, and no additional time will be permitted.

Applicants with approved Extenuating Circumstances (who have not already sat the SJT) will be able to take the SJT on the next available date as a first attempt.

Applicants may only claim Extenuating Circumstances once.

The SJT Extenuating Circumstances application form is available on the UKFPO website.

Examples:

Whilst not exhaustive, below are 3 examples of Extenuating Circumstances:

1. Applicant A was severely unwell with diagnosed medical condition 2 days prior to their SJT and this impacted their ability to prepare and take the test.
2. Applicant B was involved in an accident on the day of their test, which prevented them from being able to attend their test.
3. Applicant C had a bereavement of a close family member, which affected their emotional and mental well-being.

3. Test Failures relating to OnVUE (remote proctoring)

It is the responsibility of the applicant to ensure that they have fully read the guidance and undertaken a system check with Pearson VUE prior to booking the SJT. All information about this is on the [Pearson VUE website](#).

In event that your SJT fails, there will be no opportunity to re-schedule unless it can be proven that the test failed due to circumstances beyond your control (for example, Pearson VUE's system failing).

Test failures resulting from incorrect/insufficient system requirements, lack of access to admin rights, test environment etc. will result in you being unable to re-take the SJT and you will therefore be withdrawn from the application process.

If you experience technical issues **before** starting the test itself, you will be able to make a new SJT booking without needing to submit an Extenuating Circumstances claim. Please check your Pearson VUE online account to do this.

If you experience technical issues once you have begun your test, you must submit a claim with clear evidence of technical issues outside your control. This will be considered by the UKFPO. If there is clear evidence of technical issues outside of your control, the team will consider whether it is appropriate to allow you to make a new SJT booking.

4. How to claim Extenuating Circumstances

Applicants must submit an Extenuating Circumstance claim form along with any evidence (for example medical reports, GP, police reports, bereavement) to appeals@foundationprogramme.nhs.uk.

Applicants will be notified of the outcome within 3 working days.

5. Confidentiality and Data Sharing

By submitting a claim for Extenuating Circumstances, the applicant agrees to personal data being held for the purposes of processing the claim, in accordance with the 1998 Data Protection Act.

Confidential information will only be shared on a “need to know” basis. Any applicant wishing to restrict the sharing of such information should make their wishes known in writing. Normally such wishes will be respected unless to do so would be against the best interests of safety or security of any person(s).

The UKFPO reserve the right to contact a third party directly to verify the evidence provided. The UKFPO reserves the right to request access to the Extenuating Circumstances claim form and accompanying evidence.

Applicants should be aware that the UKFPO cannot respond to an applicant's circumstances if they remain unaware of relevant information.

UK Foundation Programme Office

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