

F2 Stand-alone 2024

Situational Judgement Test

Extenuating Circumstances Policy

Test Sitings

If you are longlisted for the F2 Stand-alone Programme, you must sit the Situational Judgement Test (SJT). There are no exceptions or exemptions to this requirement. If you do not sit the SJT, your application will be withdrawn from the F2 Stand-alone recruitment process.

The SJT must be taken during the specified testing window:

Wednesday 06 March 2024 – Tuesday 12 March 2024.

Extenuating Circumstances

Extenuating Circumstances are **severe, exceptional, unforeseen, or unavoidable** events which occur close to the date of the SJT and seriously affect your ability to undertake the SJT on the date of your appointment.

Examples of Extenuating Circumstances are: bereavement, illness, health related circumstances, or personal circumstances which prevent you from taking your test. **This list is not exhaustive, and all claims of Extenuating Circumstances will be reviewed on an individual basis.**

If you believe that Extenuating Circumstances seriously affect(ed) your ability to take the SJT on the date of your appointment, you must submit an Extenuating Circumstances claim form to the UKFPO. You should also attach any relevant supporting evidence along with your claim form. Claims of Extenuating Circumstances must be submitted at the earliest opportunity, and no later than one working day after the date of your SJT appointment.

By starting and completing the SJT, you are declaring yourself 'fit to sit'. You cannot claim Extenuating Circumstances after you have completed the SJT.

If you are taken severely and/or suddenly unwell during the SJT, you must decide if you are well enough to continue with the test or whether you wish to end the test.

If you decide to end the test early, you must immediately alert an invigilator (if you are at a test centre), or your online proctor (if taking the test via OnVUE). You should then submit an Extenuating Circumstances claim form to the UKFPO along with supporting evidence.

If you decide that you are well enough to continue, please note that no additional time will be given. Your test will be marked as normal.

You may only claim Extenuating Circumstances once.

The SJT Extenuating Circumstances claim form is available on the [UKFPO website](#).

Examples of Extenuating Circumstances:

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

Test Failures relating to OnVUE (remote proctoring)

Prior to booking an appointment to take the SJT via OnVUE, it is your responsibility to:

- ensure that you read and understand all the guidance, and
- undertake a system check with Pearson VUE. Information on system requirements is available on the [Pearson VUE website](#).

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

Test failures due to incorrect/insufficient system requirements, lack of access to admin rights, inappropriate test environment etc. are not considered to be Extenuating Circumstances. In this scenario you will not be able to re-take the SJT and your application will be withdrawn from the 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 started your test, you must submit an Extenuating Circumstances claim to the UKFPO with clear evidence of technical issues outside of 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 appointment.

How to claim Extenuating Circumstances

At the earliest opportunity, and no later than one working day after the date of your SJT appointment, you must submit an Extenuating Circumstances claim form along with any evidence (for example: medical reports, GP, police reports, bereavement) to: helpdesk@foundationprogramme.nhs.uk.

The UKFPO will not consider any claim for Extenuating Circumstances without an Extenuating Circumstances claim form. Once submitted, the UKFPO team will confirm receipt of your claim via email.

Only the UKFPO can consider a claim for Extenuating Circumstances. Pearson VUE may open a customer service case for you if any issues arise during your test, but they cannot authorise you to re-sit the SJT if your test had already begun. You should not wait for an outcome of a Pearson VUE customer service case before submitting a claim for Extenuating Circumstances to the UKFPO.

Outcomes of Extenuating Circumstances claims

Based on the information you provide in your Extenuating Circumstances claim form (and any additional evidence you provide), the UKFPO will consider whether it is appropriate to allow you to arrange a new SJT appointment and will notify you of the outcome within 3 working days.

If your claim for Extenuating Circumstances is **approved**, you will be authorised to re-sit the SJT on the next available date as a first attempt.

If your claim for Extenuating Circumstances is **rejected**, you will not be authorised to re-sit the SJT. The score from your first sitting will be put forward for marking. If you did not sit the SJT on your first attempt, you will score 0.

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.

The UKFPO cannot respond to an applicant's circumstances if they remain unaware of relevant information.

UK Foundation Programme Office
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