



Faculty of Forensic & Legal Medicine General Examination Regulations and Information for Candidates



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Foreword

The Faculty of Forensic & Legal Medicine (FFLM) Examination Regulations 2020 apply from 01 April 2021 and cover the MFFLM, DLM and LFFLM Examinations. This document supersedes any previous version.

Notice of future amendments to the Regulations

The FFLM examinations will continue to change to reflect developments in forensic and legal medicine. While every attempt has been made to ensure that this document is accurate, further changes may be implemented over time.

Candidates should refer to the [Exams page](#) of the FFLM website for the most up-to-date information, where any such changes will be detailed. In addition, wherever changes are made, notices will be issued indicating the nature of these changes. In order that candidates are fully briefed about the status of any proposed changes, they are advised to read these notices along with this publication.

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The following Regulations apply to candidates entering any FFLM examination.

1. Duties and Responsibilities of Candidates

- 1.1. All candidates, who are Health Care Professionals, have a duty placed on them by their relevant regulatory professional body, such as the General Medical Council (GMC), General Dental Council (GDC), Nursing & Midwifery Council (NMC) or Health & Care Professions Council (HCPC), to be honest and trustworthy. Candidate performance in FFLM assessments is reviewed by faculty examiners who themselves have a duty to notify the relevant regulatory body (if applicable), if they have concerns. Misconduct before, during or after assessments or evidence of gross lack of competence may be referred to the relevant regulatory body and/or employer.
- 1.2. Other candidates also have a duty placed on them by their relevant regulatory professional body, to be honest and trustworthy. Candidate performance in FFLM assessments is reviewed by faculty examiners who themselves have a duty to notify the relevant regulatory body (if applicable), if they have concerns. Misconduct before, during or after assessments or evidence of gross lack of competence may be referred to the relevant regulatory body and/or employer.
- 1.3. Candidates whose registration with their regulatory body, (or its equivalent overseas) is subject to suspension, referral or any condition have an ongoing responsibility to provide the FFLM with full details in advance of sitting any component of the assessment.

2. Introduction

2.1 Purpose of these Regulations

These Regulations relate to the assessments undertaken by candidates, in the following examinations:

- Membership of the Faculty of Forensic and Legal Medicine ([MFFLM](#)) *
- Licentiate of the Faculty of Forensic and Legal Medicine (LFFLM) [SOM](#) and [GFM](#) *
- Diploma of Legal Medicine ([DLM](#)) *

And specific regulations can be found by the relevant links above *

2.2 Date of publication

These are the current Regulations, they will change over time and previous versions archived. Candidates must ensure that they familiarise themselves with the Regulations current at the time they are applying for and taking the examination. The current version will always be downloadable from the [FFLM website](#). The FFLM will give appropriate advance notice of any change which may have a material effect on candidates to ensure that candidates are not disadvantaged as a result.

2.3 Data protection

The personal data and test data of examination candidates will be stored with the consent forms signed by candidates and processed by the FFLM in accordance with the current data protection legislation and regulations. Candidates wishing to exercise their data subject rights should contact the FFLM's Administration office by email: forensic.medicine@fflm.ac.uk.

2.4 Test security and copyright

Material relating to all FFLM examination assessments is confidential, protected by copyright and subject to non-disclosure requirements which candidates must observe. It must not be, disclosed to, or discussed with any unauthorised person in any circumstances, or by any medium, except with the express, written permission of the FFLM. Candidates who are found to have infringed these requirements will be penalised in accordance with the guidance on misconduct in these Regulations.

3. Purpose of the assessment

- 3.1. Candidates must complete all components of the FFLM examinations in order to obtain a qualification of eligibility to become Members or Licentiates of the Faculty of Forensic & Legal Medicine.
- 3.2. A candidate who is in current forensic or medico/dentolegal practice and successfully completes the MFFLM or LFFLM examination may apply to be considered for the appropriate membership category of the FFLM.

4. Constitutional Framework: Faculty of Forensic & Legal Medicine

- 4.1 The Faculty of Forensic & Legal Medicine has the power under Standing Orders:
 - 4.1.1 to set professional standards for admission to membership of the FFLM; and
 - 4.1.2 to conduct examinations and award the MFFLM, DLM and LFFLM qualifications and FFLM Membership and Licentiateship.
 - 4.1.3 to allow candidates who obtain a pass of distinction in the DLM examination but who are not eligible to sit Part 2 of the MFFLM, to use the postnominal AFFLM(DLM) if and whilst they become Affiliate or Associate members of FFLM.
- 4.2 The Faculty of Forensic & Legal Medicine has the power to:
 - 4.2.1 determine the terms and conditions of entry to the MFFLM, DLM and LFFLM examinations. The Faculty of Forensic & Legal Medicine reserves the right to refuse admission to any part of these examinations.
 - 4.2.2 recognise appropriate periods of training, to fulfil the entry requirements of the MFFLM and LFFLM Part 2 examinations and reserves the right to determine when this training has been completed successfully by candidates.
- 4.3 To maintain the academic quality of its examinations, the Faculty of Forensic & Legal Medicine is responsible for:
 - 4.3.1 appointing examiners with appropriate qualifications and experience, who undertake ongoing training
 - 4.3.2 producing syllabuses for all examinations
 - 4.3.3 monitoring candidate performance
 - 4.3.4 monitoring examination performance
 - 4.3.5 and arranging suitable examination facilities.
- 4.4 In the exercise of these powers and responsibilities, the FFLM Faculty of Forensic & Legal Medicine will comply, and ensure compliance, with the requirements of relevant

legislation, for example, concerning equality and diversity, disability and data protection.

- 4.5 The FFLM Board believes that equality of opportunity is fundamental to the many and varied ways in which individuals become involved with the FFLM, either as members, members of staff and Officers, as advisors from the medical profession, as members of the FFLM's committees or as healthcare professionals in training and examination candidates. Accordingly, it warmly welcomes, and actively seeks to recruit, contributors and applicants from as diverse a population as possible, regardless of race, religion, ethnic origin, disability, age, gender or sexual orientation.

5. Academic Framework: The Aims and Objectives of the FFLM examinations

- 5.1 It is the aspiration of the FFLM that its examinations will be an essential/mandatory requirement in the overall education and continuing professional development of candidates working or interested in forensic and legal medicine, in the United Kingdom.

- 5.2 It is hoped that the appropriate FFLM clinical examinations will become a mandatory requirement for physicians and other healthcare professionals (HCPs) wishing to pursue a career in clinical forensic and legal medicine in the United Kingdom.

- 5.3 The FFLM examinations will play an important role in the international arena of postgraduate medical education. It will provide a professional standard against which successful candidates working outside the United Kingdom can measure their level of attainment. It may also be used by educationalists in other countries in respect of their local postgraduate assessments.

5.4 Aim

The aim of the MFFLM and LFFLM examinations is to provide an objective assessment of the candidate's knowledge and, where assessed, the skills and attitudes in forensic and legal medicine to enable them to practise as independent practitioners within the specialty of forensic and legal medicine. The aim of the DLM examination is to demonstrate those persons who have a detailed knowledge of the specialty of legal medicine in the United Kingdom. Each examination will have its own specific aim.

5.5 Objectives

- 5.5.1 The MFFLM and LFFLM examinations evaluate the professional knowledge and competence of medical and dental graduates and other healthcare professionals who have completed three years of forensic/legal training (within the previous five years).

- 5.5.2 The standard of the various parts of the examination will reflect the development in the knowledge, skills and attitudes which can be expected during training, and is in keeping with the principle of lifelong learning.

5.6 Assessment methodology

The FFLM examinations includes questions and, where appropriate, other modes of assessment, which require an understanding of the legal framework that underpins medicine in general and that of forensic and legal medicine in particular. Candidates will also have to demonstrate particular expertise in their chosen sub-specialties in Medico-Legal Medicine and/or General Forensic Medicine and/or Sexual Offence Medicine.

6. Mitigating Circumstances

- 6.1 Mitigating circumstances will **not** result in additional marks being awarded. However, candidates who report mitigating circumstances that are accepted by the FFLM may, under the following Regulations, have the fees for a re-sit waived, and/or be assisted in taking a re-sit.
- 6.2 The FFLM would normally expect a candidate who believed that their performance was likely to be affected by mitigating circumstances arising **before** an assessment to withdraw from that sitting and re-sit at a later date.
- 6.3 Where mitigating circumstances arise **during** an assessment, which the candidate believes are having a material, detrimental effect on performance, the candidate would normally be expected to withdraw from the sitting and re-sit at a later date.
- 6.4 If a candidate decides to proceed with an assessment, despite believing that mitigating circumstances are having an effect on performance, then the mitigating circumstances must be reported to the invigilator who will complete a contemporaneous record, which will be signed by the candidate. Candidates reporting mitigating circumstances during an assessment will not normally be allowed any additional time to complete an assessment unless an error of process on the part of the FFLM or test centre has denied them the full time to complete the assessment.
- 6.5 All reports of mitigating circumstances should be submitted to the FFLM's Administration Office as soon as the circumstances arise or as soon as possible thereafter and no later than 48 hours after the assessment takes place. The only exception is where the candidate was unaware of the mitigating circumstances at the time of the assessment. An email giving written evidence of the mitigating circumstances must be provided to the FFLM.
- 6.6 Mitigating circumstances for reasons of illness must be stated in an email and evidenced in the form of a medical certificate, whose scanned copy can be sent electronically.
- 6.7 Where mitigating circumstances arise that affect all candidates the invigilator supervising the assessment will be responsible for deciding what action to take and will provide a written report to the Chief Examiner.
- 6.8 No report of mitigating circumstances, submitted after the publication of results, will be considered unless the candidate can provide compelling and independent evidence verifying their inability, for whatever reason, to make the FFLM aware of them at an earlier stage.
- 6.9 All reports of mitigating circumstances will be considered by the Chief Examiner or a nominated deputy, who may consult others as they see fit. Records of any mitigating circumstances submitted in respect of other assessments may be used to inform the decision-making process.
- 6.10 If an application for mitigating circumstances is refused, the candidate may complain to the Faculty using the complaints procedure contained in these Regulations.

7. Special Arrangements

The FFLM will consider special arrangements for candidates with disabilities taking the Knowledge Test, Short Answer Questions and OSCE/OSPE.

7.1 Disability

- 7.1.1 Reasonable adjustments will be made to assessment procedures where necessary to meet the needs of individuals who have a disability as defined by the Equality Act 2010. These adjustments will not entail the lowering of standards of assessment.
- 7.1.2 Candidates who would like special arrangements to be made to assist them when taking Part 1 (Knowledge Test) or the Part 2 (Written Paper and OSCE [Objective Structure Clinical Examination]/OSPE [Objective Structured Practical Examination]) must inform the FFLM of their disability **when they apply to sit the assessments** and must complete a disability declaration form. Evidence of the disability will be required. For dyslexic candidates, for instance, a report from an educational psychologist will be required. It is important to note that the report cannot be older than three years and needs to specify what assistance is necessary (e.g. extra time, larger font, different colour paper etc.). Failure to include this information at the time of application may affect the arrangements that can be put in place in time for the examination.
- 7.1.3 Each case will be separately assessed by the Chief Examiner or a nominated deputy. Candidates will be informed in writing whether or not adjustments to assessment procedures will be made to meet their needs.

7.2 Pregnancy

- 7.2.1 Candidates should ensure that they arrange to take an assessment some time before or after their due date.
- 7.2.2 If a candidate has booked a sitting of the Part 1 or Part 2 exams and subsequently develops pregnancy-related problems or illness close to the date of the assessment, or is in sufficient discomfort on the day of the assessment for her to believe that her condition will have a detrimental effect on performance, she should withdraw from the sitting and, as soon as possible thereafter, submit a medical certificate to the FFLM Administration Office. In these circumstances and at the discretion of the FFLM, no fee will be payable when the candidate next applies for that examination.

8. FFLM examinations

8.1 How to enter the FFLM examinations

- 8.1.1 Candidates can apply for an examination by completing and submitting the relevant application form available on the [FFLM website](#) and paying the appropriate fee.
- 8.1.2 It is the responsibility of the candidate to ensure that their application is completed by the required closing date. Incomplete or late applications will not be accepted unless this was caused by exceptional circumstances. The dates of examinations and dates of the application period are available on the examinations page of the [FFLM website](#).
- 8.1.3 Paper applications are **not** accepted.

8.2 Fees

- 8.2.1 Details of fees, which are subject to annual revision, preferred payment methods, dates of examinations and opening and closing dates for applications are available on the Examination's page of the [FFLM website](#). Alternative methods of payment are also possible. Please email forensic.medicine@fflm.ac.uk for details.
- 8.2.2 A candidate's application is only processed once his/her complete application form and payment are received.

8.3 Visas

Candidates should check whether the exam they wish to sit is available online.

- 8.3.1 If a candidate requires a visa to sit an examination in the UK, it is the responsibility of the candidate to ensure that the visa application is made in good time for the examination.
- 8.3.2 After submission of the appropriate application form and fee, the FFLM can confirm the candidate's application to support a visa application.
- 8.3.3 It is ultimately the candidate's responsibility to ensure that they can meet the requirements concerning entry to the UK for attendance at the MFFLM examination. This is a matter over which the FFLM has no control and can accept no responsibility. We therefore ask each candidate to consider carefully whether there is a possibility of having their visa application rejected or not processed in time as we will not refund fees due to visa refusals.

8.4 Submission of documentary evidence of primary clinical qualification **may** be requested. The evidence below, which must be sent to the Office by email, if required, will be accepted:

- 8.4.1 Photocopies of certificates and/or official translations (in English) will be accepted only if they have been prepared and/or authenticated by one of the following:
 - 8.4.1.1 the issuing University or Medical/Nursing/ Healthcare School;
 - 8.4.1.2 a British Consulate or British Council outside the UK;
 - 8.4.1.3 the British Embassy;
 - 8.4.1.4 the British High Commission;
 - 8.4.1.5 the candidate's own Embassy or High Commission in the United Kingdom; or
 - 8.4.1.6 a Fellow or Member of the College or a Chair of the Examining Board of the award body (verification of the Fellow or Member will be sought to ensure that they are affiliated with the issuing University/Medical School and the attested copy should be submitted with an accompanying official stamp/letter from the Fellow, Member or Chair).
- 8.4.2 Candidates must submit an authenticated translation if their primary medical/nursing/healthcare degree certificate is not in English.
- 8.4.3 The Faculty reserves the right to request to see the original documents if there is any doubt as to the authenticity of the attested copies of documents.

8.5 Names

- 8.5.1 **Medical candidates** with registration (be it full, limited, or provisional) with the UK General Medical Council (GMC) do **NOT** need to submit documentary evidence of their primary medical qualification, only their GMC number. This regulation is dependent on the primary medical qualification appearing on the GMC website (www.gmc-uk.org). **Dental Candidates** with Registration with the UK General Dental Council (GDC) do **NOT** need to submit documentary evidence

of their primary dental qualification, only their GDC number. This regulation is dependent on the primary dental qualification appearing on the GDC website (www.gdc-uk.org).

- 8.5.2 Candidates must ensure that the relevant section of the application form is completed to include their GMC or GDC number, the year and month they obtained their degree and the category of registration they have obtained.
- 8.5.3 MFFLM Candidates who are not registered with the UK General Medical or Dental Council may be asked to submit documentary evidence of their primary medical/dental qualification.
- 8.5.4 If the name under which candidates are applying is different from the name that appears on the original diploma of their primary medical/dental qualification or the GMC/GDC register, they will need to submit a certificate from the issuing university or an affidavit stating that the candidate (in his or her full name) is the same person as that named on the diploma. This requirement also applies to initials and abbreviations.
- 8.5.5 **Healthcare Professionals** (HCPs) who are LFFLM candidates (such as nurses, midwives or paramedic practitioners) need to submit a verified copy of their registration with the relevant Professional Body.
- 8.5.6 **DLM candidates** do not need to submit such proof of registration
- 8.5.7 Entries may not be accepted if there is any discrepancy in the spelling, order or number of names given and candidates must retain the same surname or family name in any further applications.
- 8.5.8 It is the candidate's responsibility to resolve any discrepancies, including the expansion of initials, by obtaining a statement from the issuing authority certifying that the candidate, in his or her full and correct name, is the same person as that named on the diploma.
- 8.5.9 Candidates who change their names by marriage or deed poll must submit authenticated documentary proof of this if they wish to be admitted to the examination in their new names.
- 8.5.10 Names are phonetically translated into English from some languages and this can lead to spelling variations. Some candidates are inconsistent in the spelling of such translations and must realise that this does not allow accurate identification and is not acceptable to the Faculty of Forensic & Legal Medicine. Candidates should ensure that the spelling of their name is consistent on all documents submitted.
- 8.5.11 The records of the Faculty of Forensic & Legal Medicine will show a first name or names followed by the family name. For example, Alan Smith.

8.6 Withdrawal from the examination and refund of fees

- 8.6.1 Notice of withdrawal from the examination must be given in writing, by email, to the Administration Office. Candidates are asked to quote their FFLM candidate number (if known), full name and date of birth in their withdrawal notice to allow Faculty staff to easily identify them.
- 8.6.2 Only written requests to withdraw will be accepted as official withdrawal requests.
- 8.6.3 Only in exceptional circumstances can examination applications or fees be transferred from one examination session to another.
- 8.6.4 Candidates who submit their withdrawal request on or before the closing date will be refunded 90% of the fee.
 - Where possible this refund will be paid in the same way as the original payment was made.
 - Refunds will not be made where candidates submit their withdrawal request

after the closing date unless there are circumstances deemed exceptional, which can be substantiated.

- Such requests (accompanied by supporting evidence) must be **submitted within four weeks from the examination date** if they are to be considered.
- Decisions on these cases will be made by the Chief Examiner in consultation with the Chief Examiner's Committee whose decision is final.

8.7 Number of attempts allowed

Candidates can apply and sit the FFLM Part 1 and DLM examinations as many times as required. However, FFLM Licentiate and Membership Part 2 candidates are only allowed four attempts. After this time, the process would need to start again with sitting Part 1 and there would then be a maximum of 2 further attempts at Part 2.

8.8 Discounting of FFLM Part 2 attempts

8.8.1 Candidates who are prevented from attending the examination owing to the following circumstances may apply to have that attempt discounted:

- 8.8.1.1 Illness just before or during the examination;
- 8.8.1.2 Involvement in an accident;
- 8.8.1.3 Death of a close relative (such as parent, sibling, spouse/partner, child).
- 8.8.1.4 Documentary evidence is required in all cases.
- 8.8.1.5 Any request for discounting of an attempt must be submitted to the Administration Office within one month of the date of the examination. Requests received at a later stage will not be considered.
- 8.8.1.6 Decisions about discounting attempts are made by the Chief Examiner in consultation with the Chief Examiner's Committee, whose decision is final.
- 8.8.1.7 Discounting of attempts will only be allowed for a maximum of two occasions. After this the exam fee will be forfeited.

8.9 Centres

The FFLM examinations may be held in various centres within the UK but normally takes place in Central London. Candidates must refer to the Examinations page of the [FFLM website](#) for the most up-to-date information. Many of the exams will be held online only. Please check on the website.

8.10 After the examination

- 8.10.1 Review of the examination
- 8.10.2 Results are released when the Chief Examiner and the Academic Dean of the FFLM are satisfied that the examination was conducted appropriately and in accordance with the procedures of the Faculty of Forensic & Legal Medicine.
- 8.10.3 The Chief Examiner's Committee considers each question in the MFFLM, DLM and LFFLM prior to its appearance in the examination and reviews the question's performance after every examination, as well as reviewing the examination as a whole. In addition to the final scores obtained by the candidates, the Chief Examiner's Committee will also note the mean score for the examination and the mean scores for, and the discriminatory power of, the questions that comprise each paper. A detailed analysis of the responses to each item (including a separate index of discrimination for every item), and a coefficient indicating the internal reliability of the examination as a whole, are also considered by the Committee. In the light of these analyses, the Chief Examiner's Committee may make modifications to the questions and answers that it deems desirable to ensure that the quality of the examination is maintained.

8.11 Results

- 8.11.1 Results will normally be published on the website within four weeks of the date of the examination. Confirmation and details of results will be emailed within a further four weeks. Results cannot be collected from FFLM or given over the telephone.
- 8.11.2 The FFLM candidate numbers and results of all candidates, both passes and fails, will be published in the [Exams page](#) of the FFLM website. Candidates will not be identified by name. Candidates are advised to take careful note of their candidate number upon receipt of their admission document.
- 8.11.3 Candidates should notify the FFLM of any change of email address as soon as possible. Please note that **personal** email addresses, rather than work ones, are preferred.

8.12 Queries on results

- (a) Candidates may request that their Examination answer sheets are re-marked. There is a charge of £150.00 per paper for this service. This charge will be refunded if an error, made by the FFLM, is identified.
- (b) Requests for the re-marking of answer sheets should be made in writing to the Chief Examiner, via forensic.medicine@fflm.ac.uk and must be received within six weeks of the publication of results.
- (c) Candidates are reminded that their answer sheets are held for one year only.

9. Attendance at, and conduct during, FFLM Examinations – Many of the exams are now being held online. These regulations cover both pencil & paper delivery, and online exams.

- 9.1 Candidates presenting themselves for the MFFLM, DLM and LFFLM examinations must have complied fully with all admission requirements, including the payment of fees.
- 9.2 Candidates are warned that any breach of FFLM Examination Rules and Regulations will result in severe penalties, including the risk that the relevant Examining Board will permanently debar the candidate from taking any further Examinations. Misconduct before, during or after assessments or evidence of gross lack of competence may be referred to the relevant regulatory body and/or employer.
- 9.3 Candidates should note that, owing to issues of heightened security, the Examination start times might vary. Consequently, candidates are advised not to make travel plans that could be jeopardised if the Examination starts late or is interrupted.
- 9.4 Monitoring candidate behaviour
 - 9.4.1 Candidates are advised that the FFLM Chief Examiner's Committee may employ various systems to identify those candidates who attempt to copy, collude or perform some other act that may be regarded as academic misconduct in FFLM examinations.
 - 9.4.2 The Anomaly Monitoring System (AMS), currently in use in RCP examinations, is one tool that the FFLM Chief Examiner's Committee may use to monitor candidate behaviour in the FFLM examinations.
 - 9.4.3 Should it be agreed that the matter requires full investigation the candidates concerned will be contacted and asked to attend an interview.

9.5 Examination Rules and Regulations

9.5.1 Any infringement of the following Rules and Regulations may be reported to the Academic Dean, FFLM Administration Office for consideration by the Board.

Pencil and Paper Exams

9.5.2 Candidates are advised to allow for any transport delays when planning their time of arrival at the examination hall as, for security reasons, we cannot guarantee that they will be permitted to enter the examination hall after the start of the examination.

9.5.3 Candidates should assemble outside the examination hall at least 30 minutes before the start of the examination and should not enter until instructed by the invigilator(s).

9.5.4 Candidates will not be admitted to any paper if they arrive more than 30 minutes after the examination has started, unless in exceptional circumstances with the express permission of the invigilator(s).

9.5.5 Candidates will not be admitted unless they produce suitable identification in addition to the admission document. This will normally be a passport. Where candidates do not possess a passport, some other form of identification may be acceptable, providing that it includes both the photograph and signature of the candidate. Alternatively, two forms of identification, one with a photograph and the other with a signature, will be accepted. Admission to the examination will be at the discretion of the invigilator(s). The FFLM observes sensitivity in the visual identification of candidates, but advance notice should be given by candidates of any anticipated difficulties.

9.5.6 Candidates must not bring into the examination hall any papers, bags, calculators, mobile phones, pagers, PDAs (or any electronic audio or communication device), textbooks or documents, or items of any kind other than those specifically allowed for that particular examination and previously notified to them. The possession of calculators, mobile phones, pagers, personal stereos or electronic wrist watches or any other such devices that are audible, make calculations, store information or can be used for communication in the examination venue is strictly forbidden. Any unauthorised material will be confiscated and a report detailing the incident and identifying the candidate will be submitted to the Chief Examiner.

9.5.7 Where examination halls do not have secure areas to store personal items, any coats, bags or other item(s) brought into the examination hall should be deposited as directed by the invigilator(s). Electronic items must be deactivated and placed away from the candidate's desk.

9.5.8 With prior approval (via submission of special need requirements at the time of application), candidates may bring into the examination hall aids that will enable them to remedy a disability e.g. of sight and/or hearing.

9.5.9 If a candidate has unwittingly brought any unauthorised paper or item into the examination hall, this should be handed to the invigilator(s) before the examination starts or at the earliest possible opportunity thereafter.

9.5.10 Answer sheets are individually numbered (with candidate numbers). Candidates must sit at the desk where the question paper is marked with their candidate number.

9.5.11 Candidates must not start reading or answering the examination questions until the start of the examination is announced by the invigilator(s).

9.5.12 Candidates must use only the stationery approved by the FFLM. Any rough work must be completed on the approved stationery and handed in with the completed papers.

9.5.13 Candidates must comply with all instructions given to them by invigilator(s). Such

instructions may include the instruction to leave the examination hall and not to return during the period of the examination. It is the duty of a candidate to comply with an invigilator's instruction even if they judge the instruction to be unreasonable (there is the right of appeal if a candidate considers that the invigilator has not acted in accordance with these Regulations).

- 9.5.14 Whilst in the examination hall, a candidate must not attempt to read the work of any other candidate or communicate in any way with any other candidate or any other person without the express permission of the invigilator.
- 9.5.15 Where an invigilator suspects a candidate or candidates of infringing FFLM Examination Regulations/examination hall rules he/she shall:
- a. confiscate any unauthorised material in the possession of the candidate;
 - b. endorse the front cover of the candidate's script with a note of the time when the alleged infringement was discovered. In cases of suspected collusion, invigilators should endorse the script of each candidate suspected of being involved. Wherever possible an invigilator will invite another invigilator to act as witness by countersigning the endorsement;
 - c. allow the candidates in question to continue the examination;
 - d. inform the candidate(s) in question at the end of the examination that a written report of the incident will be submitted to the Chief Examiner; and
 - e. prepare within three working days a written report on the alleged incident and send it with any confiscated materials to the FFLM Administration Office.
- 9.5.16 Any invigilator or examiner present is empowered to refuse to allow a candidate to continue with the examination on grounds of misconduct. Ejection from the examination hall should normally take place only in the event of a candidate's conduct causing disruption to other candidates.
- 9.5.17 Candidates who wish to attract the attention of the invigilator(s) during the examination should do so by raising a hand.
- 9.5.18 Candidates should bring to the attention of the invigilator any factor (e.g. distracting noise) that is adversely affecting them during the examination. Where necessary they should communicate the same in writing to the Chief Examiner at the Administration Office immediately following the examination: forensic.medicine@fflm.ac.uk.
- 9.5.19 Once admitted to each part of the examination, candidates must stay for the full duration of each paper. Candidates may not leave the examination hall as a result of finishing the examination paper early. Those who attempt to do so will be deemed to have breached the Examination Regulations.
- 9.5.20 Candidates must not leave the examination hall temporarily, during the period of the examination, unless given express permission by the invigilator(s) to do so. If such permission is given, they must not attempt to contact any other person or consult any material relating to the examination whilst outside the examination hall. They should report to the invigilator(s) on returning to the examination hall.
- 9.5.21 Candidates may not temporarily leave the examination hall during the first 30 minutes of any paper or in the 10 minutes before the scheduled end of each paper.
- 9.5.22 Candidates should stop writing when instructed to do so and remain in their seats in silence while papers, empty answer books, continuation sheets or other papers are collected.
- 9.5.23 Candidates should not remove from the Examination hall any papers or examination materials. Question papers or any part of them, or any individual questions, must not be copied or removed from the Examination hall. All FFLM examination questions are confidential and are copyrighted by the FFLM. A candidate may not communicate any question or part of a question to any other

person or organisation. To do so would be a serious breach of copyright and of these Regulations, and Misconduct Procedures may be invoked.

- 9.5.24 When authorised to do so by the invigilator(s), candidates should leave the examination hall in an orderly manner.
- 9.5.25 Smoking of any kind, including vaping, is not permitted in any part of an FFLM examination centre.

Online examinations.

- 9.5.26 Candidates will not be admitted to any online paper if they arrive more than 30 minutes after the examination has started, unless in exceptional circumstances with the express permission of the invigilator(s). For OSCES and OSPES, they will not be admitted after their start time unless with the express permission of the invigilators. Candidates not allowed entry will be considered absent.
- 9.5.27 Candidates will not be admitted unless they produce suitable identification in addition to the admission document. This will normally be a passport. Where candidates do not possess a passport, some other form of identification may be acceptable, providing that it includes both the photograph and signature of the candidate. Alternatively, two forms of identification, one with a photograph and the other with a signature, will be accepted. Admission to the examination will be at the discretion of the invigilator(s). The FFLM observes sensitivity in the visual identification of candidates, but advance notice should be given by candidates of any anticipated difficulties. The exact form of identification and the process will be informed to candidates in advance
- 9.5.28 Candidates should not attempt to copy or record any examination content.
- 9.5.29 Candidates must comply with instructions from the remote invigilator.
- 9.5.30 Any technical difficulties should be reported to the invigilator or via the help facility as soon as possible.
- 9.5.31 Candidates must remain connected online and contactable by the invigilator until the end of the exam and may only leave early with permission from the invigilator.
- 9.5.32 Candidates must ensure that they are in an appropriate environment for sitting the examination and this may be required to demonstrate to the invigilator prior to starting and during the examination. NB candidates should leave the environment in the event of an emergency e.g. Fire Alarm sounding.
- 9.5.33 Candidates should be aware that the invigilator may speak to them during the exam and require adjustment to their webcam and equipment.

Candidates may not disclose details or content of the examinations and may be required to sign a Non-Disclosure Agreement prior to the exam.

Candidates are permitted to take breaks during the exam but must request permission from the invigilator. A record will be kept by the invigilator. No additional time will be added to compensate for break times.

Candidates may have drinks and snacks on their desks but wrappings and labels should have been removed in advance.

The following are violations of the rules for candidates sitting online exams and will be recorded by invigilators and reported to FFLM.

- Looking at a mobile phone or tablet
- Wearing earplugs or headphones (please inform in advance if hearing aids are required)
- Wearing any clothing with the ability to hide materials e.g. hooded items. Items worn for religious purposes are permitted.
- Wearing sunglasses (unless for medical reasons)
- Wearing Smart glasses.

- Wearing a Smart watch
 - Continuously looking around away from the screen (eye scanning equipment may be used by invigilators)
 - Continuously looking at hands and wrists
 - Accessing web pages
 - Accessing other applications or programmes
 - Taking screenshots of content
 - Other people in the room
 - Talking to anyone outside the room
 - Using multiple screens
 - Using text books or notes.
 - Using a calculator
 - Room too dark for the invigilator to properly observe
 - Webcam/laptop angled to obscure or hide visibility of candidates face
 - Vaping or smoking.
- 9.5.34 Candidates are asked to note that any allegation of academic or professional misconduct that is sustained against a candidate is likely to be reported to employers, sponsors and relevant professional bodies, such as the UK General Medical/Dental Council or Nursing and Midwifery Council or the Health and Care Professions Council.
- 9.5.35 Candidates should note that if any information comes to light at a later stage that indicates that Examination Regulations have been breached, the FFLM reserves the right to invoke the Misconduct Procedures retrospectively.
- 9.5.36 Further information in respect of academic misconduct may be obtained by contacting the Academic Dean, FFLM Administration Office.

10. Complaints

Complaints should be made in writing and addressed to the Chief Examiner at the FFLM Office email address: forensic.medicine@fflm.ac.uk. Complainants should expect a written acknowledgement from the Chief Examiner within 21 days.

11. Appeals

11.1 An Appeal to the FFLM is open to a candidate if he is not satisfied with the decision of their exam result.

11.2 The following conditions apply:

- 11.2.1 The appeal must be received within 28 days of the candidate being notified of the examination result or the feedback or reviewing report;
- 11.2.2 The appellant shall set out in writing the detailed grounds on which the appeal is made to the FFLM office.
- 11.2.3 All the supporting evidence (for example, medical certificate, supporting statement from other candidates) must accompany the appeal submission.

11.3 The Appeal Tribunal is a working group of the Academic Committee. An appeal may be rejected by the Chief Examiner without selecting the Appeal Tribunal for any of the following reasons, or if it is judged to be vexatious or frivolous, without further recourse to

the appeals procedures.

- 11.3.1 The candidate did not understand or was not aware of the published examination regulations.
- 11.3.2 The appeal is on grounds that poor syllabus information affected performance. In such circumstances a candidate should submit a complaint.
- 11.3.3 That no contemporaneous, independent, medical or other evidence has been submitted to support an application that academic performance was adversely affected by factors such as ill health.
- 11.3.4 The candidate was not aware of the procedures for presenting mitigating circumstances as detailed in regulation 6. These extenuating circumstances include health or other problems, or difficulties with the running of the programme or way in which the assessment was conducted.
- 11.3.5 No valid reason, i.e., circumstances beyond a candidate's control, has been submitted as explanation for not submitting extenuating circumstances to the attention of the Chief Examiner's Committee before it met.
- 11.3.6 The appeal concerns a long-standing health problem, which the candidate was aware of when applying for the exam.
- 11.3.7 The candidate was subject to a disturbance or illness during an examination and that there is no valid reason for it not to have been brought to the attention of the Chief Examiner's Committee before it met (6.5).

11.4 The appeal process could be of two types:

- 11.4.1 A document review – The Written Evaluation; or
- 11.4.2 An oral hearing and document review –The Oral Hearing.

The candidate is required to select which option he/she wishes to use.

11.5 The Written Evaluation

11.5.1 Personnel of the Academic Tribunal:

- (a) The Academic Dean;
- (b) The Chief Examiner;
- (c) A member of the Academic Committee or Faculty Board who has not been directly involved in the candidate's examination.

11.5.2 Process:

- (a) All documentation submitted by the candidate will be considered. Written evidence will be required from the examiners involved. Any contributory information, which would assist the Tribunal in resolving the Appeal, will also be sought.
- (b) The Chief Examiner will inform the candidate as to the likely date by when a decision might be expected if it is to exceed 10 days of the deliberation.

The Chairman of The Appeal Tribunal will communicate the outcome of the appeal in writing to the candidate.

11.6 The Oral Hearing

Oral hearings may be online during restrictive government regulations in periods of pandemic etc.

All written evidence to be considered would be required at the time of the submission of the request for an appeal and any late evidence is to be presented no later than 14 days in advance of the hearing.

11.6.1 Personnel:

- (a) The candidate is required to present his/her case in person and can be accompanied by a friend or adviser should he so wish;
- (b) The names of those designated to serve on the Appeal Tribunal are to be communicated to the appellant 14 days in advance to ensure they have no objections. Otherwise the candidate can opt for a second chairman and two others. NB. Should the appellant choose this option then a second, six-week time frame applies from the date that the Chief Examiner is notified of the appellant's decision.
- (c) A note-taker will be designated for the session.
- (d) A summary will be agreed by the members of the Appeal Tribunal and the appellant.

12. Compliance with diversity legislation

- 12.1 The FFLM is committed to promoting and developing equality and diversity in all its work. It aims to have policies and ways of working that are fair to all individuals and groups. The FFLM has an equal opportunities policy.
- 12.2 All FFLM examiners are trained in equal opportunities and diversity and are required to update this, every 3 years
- 12.3 The FFLM will consider special arrangements for candidates with disabilities taking the Knowledge Test (SBA) and SAQ/OSCE/OSPE.
- 12.4 The FFLM collects data on FFLM applicants and analyses all FFLM results in relation to equal opportunities monitoring variables.

13. Academic and professional misconduct

- 13.1 Candidates should note that it is an offence for candidates to seek to gain prior knowledge of the clinical cases or scenarios used in the Examination. A candidate will be prevented from proceeding with the LFFLM or MFFLM Part 2 Clinical/Practical Examination (OSCE/OSPE) if it is the examiners' view that his/her conduct is likely to endanger the safety of patients, cause distress or disrupt other candidates.
- 13.2 Where an examiner considers that a candidate is acting in an unprofessional, improper or inappropriate manner during the LFFLM/MFFLM Part 2 Clinical/Practical Examination (OSCE/OSPE) they shall:
- (a) ask the candidate to stop that particular part of the LFFLM/MFFLM Part 2 Clinical/Practical Examination (OSCE/OSPE);
 - (b) endorse the candidate's clinical mark sheet with a note of the time when the alleged infringement was discovered. Wherever possible an examiner should invite another examiner to act as witness by countersigning the endorsement;
 - (c) decide whether the candidate in question may continue with the LFFLM/MFFLM Part 2 Clinical/Practical Examination (OSCE/OSPE);
 - (d) inform the candidate in question at the end of the LFFLM/MFFLM Part 2 Clinical/Practical Examination (OSCE/OSPE) that a written report of the incident will be submitted to the Chief Examiner; and
 - (e) prepare within three working days a written report on the alleged incident and send it with any confiscated materials (if applicable) to the FFLM examination

Office.

14. Language Requirements

- 14.1 All parts of the FFLM examinations are conducted in English.
- 14.2 As all assessments are conducted in English, the Faculty of Forensic & Legal Medicine advises candidates that in order to be sufficiently prepared to sit the MFFLM examination, their English language ability should be equivalent to IELTS Level 7 in each module. However, candidates do not need to have taken IELTS, the assessment of the Professional and Linguistic Assessments Board (PLAB), or any other language examination, to sit the MFFLM examination.
- 14.3 The MFFLM or LFFLM or DLM cannot be used as demonstrating competency in the English language, for which PLAB is necessary before doctors can obtain Limited Registration with the GMC. Full details are available from:
PLAB Test Section
General Medical Council
Email: registrationhelp@gmc-uk.org
For further information please refer to the GMC website (www.gmc-uk.org).
- 14.4 Registration with the General Medical Council (GMC) is required for all candidates intending to work as doctors in the UK. Registration with the GMC is not necessary in order to take the MFFLM examination. However, prospective candidates who intend to obtain training in a forensic unit, whether paid or unpaid, must register with the GMC.
- 14.5 A list showing those overseas qualifications eligible for full registration is given at the front of the Medical Register published by the GMC. Doctors who are British nationals and/or who hold a qualification of one of the countries of the European Community are subject to special conditions and should seek advice directly from the GMC.
- 14.6 Application forms and pamphlets giving details of the requirements of each kind of registration may be obtained by contacting the General Medical Council: registrationhelp@gmc-uk.org.

For further information please refer to the GMC website (www.gmc-uk.org).

15. Preparation for the FFLM examinations

- 15.1 The FFLM recommend that candidates prepare for the Examination by gaining clinical experience in recognised training posts in Medico/Dento-Legal medicine or their subspecialty of forensic medicine and by studying up-to-date postgraduate clinical textbooks and current medical journals.
- 15.2 The FFLM examinations are based on UK legislation and for clinical assessments on the law and clinical practice in the UK. Candidates for the DLM, MFFLM and LFFLM must be knowledgeable about and familiar with UK legislation and, where appropriate, have undertaken clinical forensic work in the UK.

- 15.3 The FFLM have developed an e-learning course, which currently covers some of the syllabus'. Further details can be found on the FFLM website (www.fflm.ac.uk/e-learning).
- 15.4 There is a published syllabus for all of the FFLM's examinations, along with Quality Standards covering clinical practice.
- 15.5 A reading list is available from the [FFLM website](#).
- 15.6 Sample questions e.g. SBA, SAQ, OSPE and OSCE are available on the [FFLM website](#).
- 15.7 The FFLM has a number of its own and other organisations' courses listed on the [Events page](#).

16. Components of the FFLM examinations

- 16.1 The components of each of the FFLM's examinations are covered in the examination-specific guidance.

The DLM has only a single written component.

The clinical examinations have two parts and may include several components to them.

The aims of each examination are included in the examination-specific guidance

16.2 Validity

The clinically-based examinations (all types of the LFFLM and MFFLM), have a Part 1 and a Part 2, and the validity of the part 1 examination is four years.

For doctors, (registered medical practitioners), or registered dentists who obtain a distinction in the DLM, who then wish to proceed to the MFFLM, their pass is also valid for 4 years.