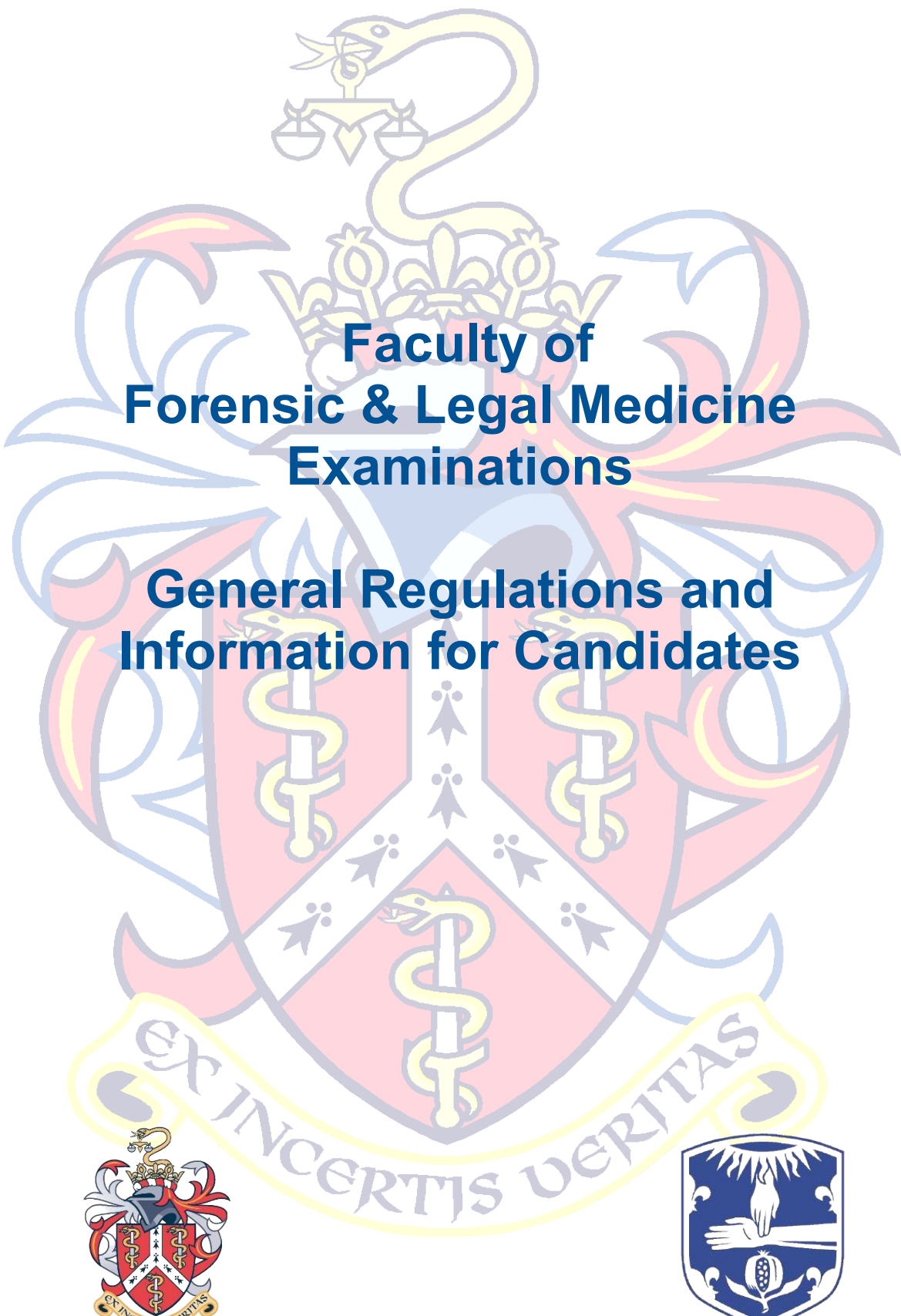




Faculty of Forensic & Legal Medicine Examinations

General Regulations and Information for Candidates



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Foreword

These regulations apply to all candidates.

The FFLM General Examination Regulations outline specific requirements and procedures for all Faculty of Forensic & Legal Medicine examinations, including:

- Diploma of Legal Medicine (DLM)
- Part 1 Licentiate of the Faculty of Forensic & Legal Medicine in General Forensic Medicine (Part 1 LFFLM GFM)
- Part 1 Licentiate of the Faculty of Forensic & Legal Medicine in Sexual Offence Medicine (Part 1 LFFLM SOM)
- Part 1 Licentiate of the Faculty of Forensic & Legal Medicine in Secure & Detained Settings (Part 1 LFFLM SDS)
- Part 1 Membership of the Faculty of Forensic & Legal Medicine (Part 1 MFFLM)
- Part 2 Licentiate of the Faculty of Forensic & Legal Medicine in General Forensic Medicine (Part 2 LFFLM GFM)
- Part 2 Licentiate of the Faculty of Forensic & Legal Medicine in Sexual Offence Medicine (Part 2 LFFLM SOM)
- Part 2 Licentiate of the Faculty of Forensic & Legal Medicine in Secure & Detained Settings (Part 2 LFFLM SDS)
- Part 2 Membership of the Faculty of Forensic & Legal Medicine in General Forensic Medicine (Part 2 MFFLM GFM)
- Part 2 Membership of the Faculty of Forensic & Legal Medicine in Sexual Offence Medicine (Part 2 MFFLM SOM)

Future Updates

To stay current with evolving standards, these regulations are subject to change. Candidates should regularly check the Exams page of the FFLM website for the latest updates and formal notices regarding any amendments.

Contact

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1. Introduction

These Regulations govern all assessments for Forensic & Legal Medicine candidates in the United Kingdom (UK) and apply to anyone sitting an FFLM examination.

To ensure these regulations remain clear and concise, additional resources and guidance documents are provided as hyperlinks in the [Appendix: Useful Resources](#) at the end of this publication. Candidates are strongly advised to refer to these links for the most up-to-date procedural and clinical information. Hyperlinks are indicated by blue, underlined text.

2. Date of Publication

These regulations are reviewed prior to each examination diet, with the most current version being made available on the Regulations, Syllabus & Guidance page of the FFLM website.

3. Data Protection and Privacy

3.1 Compliance

The FFLM is committed to protecting your personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

To fulfil its commitment to data protection and equality monitoring, the FFLM employs a structured approach that separates your personal identity from your sensitive demographic data.

3.2 How the FFLM Manages Data Monitoring

- **Explicit Consent:** Upon applying for an examination, candidates are asked to consent to processing of their personal data in accordance with the Data Protection Act 2018 and the FFLM Privacy Policy.
- **Anonymisation and Pseudonymisation:** To prevent bias, the FFLM removes candidate identifiable information from examination reports, ensuring examiners reviewing performance trends cannot link specific characteristics back to an individual candidate.
- **Data Minimisation:** In accordance with UK GDPR principles, the FFLM only collects the minimum information necessary to conduct its audits. This data is stored securely and accessed only by authorised FFLM administrative staff involved in the monitoring process.
- **Restricted Usage:** Equality and Diversity information is held strictly for monitoring purposes and is never shared with examiners. It does not form part of the assessment process and has no impact on your individual exam result.
- **Secure Data Retention:** The FFLM maintains a Privacy Policy that ensures personal candidate data is only kept for as long as required by law or for the completion of the relevant examination cycle's reporting.

3.3 Data Security and Storage

To ensure the highest level of security, all candidate information is stored within a

restricted Microsoft SharePoint environment.

This platform provides:

- Encryption: Data is encrypted both in transit and at rest.
- Access Control: Access is strictly limited to authorised administrative staff via Multi-Factor Authentication (MFA). Examiners do not have access to this secure storage area.
- Audit Trails: Every interaction with the data is logged, ensuring full accountability and oversight of how candidate information is handled.

By using a centralised, secure SharePoint system, the FFLM ensures that candidate sensitive information remains confidential and is only used for the specific purposes outlined in these regulations.

3.4 Use of Data

By applying to sit an examination, candidates acknowledge that their personal information will be processed for the purposes of examination administration, including registration, identity verification, results processing, and the sharing of relevant details with examiners and regulatory bodies where necessary.

3.5 Privacy Policy

Full details regarding how we collect, store, and use your information, as well as your rights to access or rectify your data, are outlined in our comprehensive policy.

3.6 Consent

Submission of the Examination Application Form constitutes formal agreement to these terms.

3.7 Examination Paper Retention

In accordance with the FFLM Privacy Policy examination papers are retained for four years. However, this period may be extended in instances where a candidate has submitted mitigating or extenuating circumstances, and the Chief Examiner and Academic Dean have agreed to an extension of the candidate's Part 1 validity.

4. Duties and Responsibilities of Candidates

All candidates, who are healthcare 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 FFLM 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.

Candidates whose registration with their regulatory body (or its equivalent overseas), is

subject to suspension, referral or any condition, have a responsibility to provide the FFLM with full details in advance of sitting any component of the assessment.

5. Test Security and Integrity

Material relating to all FFLM examination assessments is confidential and subject to non-disclosure requirements which candidates must observe. All exam questions are the property of the FFLM and must not be reused elsewhere. These materials 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 found to have infringed these requirements will be subject to sanctions in accordance with the guidance on misconduct in these Regulations. Additionally, candidates must not communicate any question, or part of a question, to any other person or organisation. To do so, would constitute a serious breach of these Regulations and may result in misconduct procedures being invoked.

6. FFLM Examination Confidentiality Agreement

6.1 Mandatory Agreement

All candidates are required to read, agree to, and sign the FFLM Examination Confidentiality Agreement prior to sitting any Part 1 or Part 2 examination. This agreement applies to both online and face-to-face examination formats.

6.2 Methods of Submission

Candidates must complete the agreement via one of the following methods:

- Online Examinations: Via an official online form provided after the candidate's application has been accepted. Online submissions must be completed at least one month prior to the examination date.
- Face-to-Face Examinations: Signed in-person on the day of the examination at the examination venue.

6.3 Compliance and Penalties

Failure to sign and submit the FFLM Examination Confidentiality Agreement by the specified deadline will result in the candidate being unable to sit the examination. In such instances, no refund of examination fees will be offered.

7. FFLM Constitutional Framework

The FFLM has the power under Standing Orders:

- To set professional standards for admission to FFLM examinations.
- To conduct examinations and award qualifications.

The FFLM has the power to:

- Determine the terms and conditions of entry to any FFLM examination.

- Reserves the right to refuse admission to any FFLM examination.
- Recognise appropriate periods of training, in fulfilment of the entry requirements of an examination, and reserve the right to determine when training has been completed successfully.

8. Examination Cancellation or Postponement by the FFLM

8.1 FFLM's Right to Cancel or Postpone

The FFLM reserves the right to cancel, postpone, or otherwise amend the date, format, or venue of any examination diet, in whole or in part, where it reasonably considers this necessary. This may include, but is not limited to, circumstances beyond the FFLM's control (such as venue unavailability, technical or platform failure, industrial action, extreme weather, or public health measures) or circumstances arising from the FFLM's own operational or resourcing decisions. Wherever practicable, the FFLM will give candidates as much notice as possible, together with information on the arrangements set out below.

8.2 Fees for a Cancelled Diet

Where the FFLM cancels or postpones a diet, the restrictions on refunds and transfers set out in the Withdrawal and Refunds section of these Regulations do not apply, as these govern withdrawal at the candidate's own request. Instead, affected candidates will, at their choice, receive either:

- A full refund of the examination fee paid for that sitting, with no deduction.
- Automatic transfer of their application and fee to the next available diet of the same examination, without the need to submit a new application or pay a further fee, and without this being treated as a re-sit.

8.3 Extension of Validity Periods

Where the FFLM's cancellation or postponement of a diet affects a candidate's ability to complete the Part 2 examination within the four-year Part 1 validity period described in the Validity of Examination Results section of these Regulations, the FFLM will automatically extend, or pause the running of, that candidate's validity period for a period equivalent to the delay caused. Affected candidates do not need to make an individual application or provide independent evidence under the Extenuating Circumstances and Validity Extensions provisions in order to receive this extension, although they remain free to raise any further individual circumstances separately.

8.4 Evidence and Deadlines Affected by a Rescheduled Diet

Where a diet is rescheduled, all submission deadlines that are defined by reference to the examination date (including, but not limited to, the Confidentiality Agreement, evidence of clinical experience, evidence of primary qualification, and Immediate Life Support certification) will run from the new examination date. Where a candidate's evidence was valid for the original examination date but has since expired or requires renewal because of the rescheduling, this will not be treated as a late or incomplete submission, and the candidate will not forfeit their application fee or be penalised, provided updated evidence is submitted ahead of the rescheduled deadline.

9. Extenuating or Mitigating Circumstances

9.1 Definition of Mitigating and Extenuating Circumstances

The FFLM defines mitigating or extenuating circumstances as serious, unforeseen, and unpreventable events which significantly disrupt a candidate's ability to perform to their usual standard. These are circumstances beyond the candidate's control which occur shortly before or during the assessment.

9.1.1 Examples of circumstances that may be considered:

- Acute Illness or injury to self, or close family member: Sudden, severe physical or mental health issues.
- Bereavement: The recent loss of a close family member or partner.
- Serious Personal Trauma: Being a victim of a crime or involved in a serious accident.
- Technical or Procedural Failure: Significant disruption caused by FFLM equipment, software, or venue issues (e.g., prolonged power outage).

9.1.2 Examples of circumstances which will not be considered:

- Standard Exam Stress: General anxiety related to the assessment process.
- Poor Time Management: Failure to prepare or arriving late due to common travel delays.
- Where English is not a candidates first language.
- Minor Ailments: Common colds, hay fever, or headaches.
- Work Commitments: Issues related to rotas, shifts, or professional workload.

9.2 Scope of Mitigation

Mitigating circumstances will not result in additional marks being awarded. However, if the FFLM accepts a report of mitigation, they may waive the fee for a future re-sit and/or provide specific assistance for that re-sit.

9.3 Reporting Mitigating Circumstances

Candidates should report any case of mitigating circumstances by completing an Extenuating and Mitigating Circumstances Application Form.

9.4 Pre-Assessment Circumstances

The FFLM expects any candidate who believes their performance will be adversely affected by circumstances arising before an assessment to withdraw from that sitting and re-sit later.

9.5 Circumstances Arising During Assessment

If mitigating circumstances occur during an exam that have a material, detrimental effect on performance, the candidate is normally expected to withdraw and re-sit later.

9.6 Proceeding Despite Circumstances

If a candidate chooses to continue despite extenuating or mitigating circumstances, they must report the issue to an invigilator immediately. The invigilator will create a contemporaneous record for the candidate to sign. Additional time will not be granted unless an error by the FFLM or the test centre deprived the candidate of their full allotted time.

9.6.1 In such instances the Contemporaneous Record of Mitigating Circumstances Form must be used to document the incident. This form serves as the official evidence that the circumstance was reported at the time of occurrence and will be required to support any subsequent application made under Section 8.3.

9.6.2 The process for completing the record is as follows:

- Identification: The candidate must alert the invigilator at the point the disruption occurs.
- Documentation: The invigilator will record the specific nature of the event and any immediate actions taken (e.g., technical support provided).
- Verification: The candidate must sign the form to confirm they have been advised of their right to withdraw but have made the informed decision to proceed.
- Submission: The invigilator will submit the signed form to the FFLM Examinations Manager immediately following the conclusion of the assessment session.

9.6.3 Upon receipt of the form, the Exams Manager shall:

- Digitally log the incident and upload a scanned copy of the form to as a secure file. Once the digital record is verified as complete, the paper version will be securely destroyed via cross-cut shredding or a certified confidential waste service in accordance with [BS EN 15713](#) standards.
- Retain the digital record for comparison against the formal Extenuating and Mitigating Circumstances Application Form.
- Present the contemporaneous record alongside the candidate's formal application to the Chief Examiners Committee.

9.7 Submission Deadlines

All reports must be submitted to forensic.medicine@fflm.ac.uk as soon as they arise, and no later than 48 hours after the assessment. The only exception is if the candidate was genuinely unaware of the circumstances at the time. Written evidence, including any relevant supporting documentation must be provided upon submission of the Extenuating and Mitigating Circumstances Application Form.

9.8 Medical Evidence

Mitigation due to illness must be stated and supported by a medical certificate (scanned or photograph copies are acceptable).

9.9 Universal Circumstances

If an issue affects all candidates, the invigilator will decide on the immediate course of action and provide a written report to the Chief Examiner.

9.10 Post-Results Claims

No mitigation reports submitted after results are published will be considered unless the candidate provides compelling, independent evidence explaining why they were unable to notify the FFLM within the 48 hours, post examination deadline.

9.11 Decision Making

The Chief Examiner or a nominee will review all reports and may consult as necessary. Previous records of mitigation from other assessments may be used to inform the decision.

9.12 Right to Complain

If an application for mitigating circumstances is refused, the candidate may use the formal FFLM Complaints Procedure detailed in these Regulations.

10. Disability and Reasonable Adjustments

The FFLM will consider reasonable adjustments for candidates with special requirements (both physical, including pregnancy, and neurodiversity) who apply to sit any examination.

10.1 Compliance

In line with the Equality Act 2010, reasonable adjustments will be made to ensure candidates with disabilities are not disadvantaged. These adjustments will not lower the assessment standards.

10.2 Requesting Reasonable Adjustments

Candidates must declare their disability and complete a Reasonable Adjustments Form at the time of application.

10.3 Evidence

Current evidence is required. For example, dyslexic candidates must provide an educational psychologist's report which specifies the required assistance (e.g., extra time, large font). Failure to provide this at the time of application may prevent arrangements from being implemented.

The Chief Examiner will assess each case individually, and candidates will receive a written decision regarding their requested adjustments.

10.4 Pregnancy

Candidates are advised to schedule assessments well before or after their due date.

If a candidate develops pregnancy-related complications or discomfort close to the exam date that may hinder performance, they should withdraw and submit a medical certificate.

At the FFLM's discretion, the fee for the next application for that exam may be waived.

11. Preparing for an FFLM Examination

The FFLM expects candidates to prepare for the examination by working in their subspecialty of forensic medicine and by studying up-to-date postgraduate clinical textbooks and current medical journals.

11.1 Revision Materials

An eLearning course is available for purchase which covers much of the DLM, Part 1 MFFLM, Part 1 SOM, and Part 2 SOM syllabi. Further details can be found on the eLearning page of the FFLM website.

Revision materials, including a reading list and sample questions are available on the Exam Revision Materials page of the FFLM website.

Relevant courses may also be listed on the Events page of the FFLM website.

12. Applying for an FFLM Examination

12.1 How to Apply

Candidates can apply for an examination by submitting the application form available during the application period on the Exams page of the FFLM website and paying the appropriate fee.

Dates and opening and closing dates for applications are available on the Exams page of the FFLM website.

It is the candidate's responsibility to ensure that their application is completed correctly, ensuring the correct examination is selected. Late applications will not be accepted unless this was caused by exceptional circumstances. If a candidate is unclear on any part of the application, they should contact forensic.medicine@fflm.ac.uk.

13. Language Requirements

All FFLM examinations are conducted in English.

Extra time is not granted for candidates whose first language is not English. It is only approved for candidates who provide documented evidence of a disability or specific learning difficulty (such as dyslexia) that meets UK Equality Act 2010 criteria and impacts their performance under standard exam conditions.

13.1 Rationale

Professional: Competency in forensic and legal medicine within the UK demands precise, timely communication in English. Examinations evaluate more than factual knowledge; they assess the ability to apply that information in high-stakes environments, such as testifying in court, consulting with patients/clients, and drafting legal documents, all of

which require real-time fluency.

13.2 Maintaining Standards and Fairness

Providing extra time solely for non-native English speakers is not permitted because it would:

- **Compromise Fairness:** All candidates, including those for whom English is a second language, must be assessed under uniform conditions.
- **Undermine Professional Realities:** Clinical and legal practice does not allow for delays when making critical decisions or communicating.
- **Conflict with National Guidance:** Regulatory bodies require candidates to demonstrate language proficiency prior to assessment rather than through adjustments during it.

13.3 Safeguarding Vulnerable Individuals

Forensic clinicians often serve vulnerable people in high-stress situations who may have their own communication barriers. Practitioners must be able to provide immediate, clear explanations and gather accurate histories to ensure patient care and legal integrity. Therefore, professional-level English is an essential core skill, not an ancillary one.

14. Examination Fees

Examination fees are listed on the Fees & Diary page of the FFLM website and are subject to annual revision. The preferred payment method is online, by credit or debit card, using the link provided upon application and in the Exams page of the FFLM website. Alternative payment methods are also available. Email forensic.medicine@fflm.ac.uk for details.

A candidate's application is only processed once their application and payment has cleared.

15. FFLM Communications to Candidates

15.1 General Correspondence

All official communications regarding examinations will be sent via email. It is the candidate's sole responsibility to ensure that the FFLM has an accurate and active email address. If a candidate changes their email address, they must notify the FFLM Examinations Manager at forensic.medicine@fflm.ac.uk as a matter of urgency.

Candidates are strongly advised to check their junk or spam folders regularly. The FFLM is not responsible for missed deadlines or information due to filtered or "no-reply" automated emails.

15.2 Application Confirmation

Upon submitting an application, candidates will receive an automated response, acknowledging receipt. This email will include a PDF copy of the application for the candidate's reference.

15.3 Confirmation of Entry

Within 10 working days of the application period closing, candidates will receive an email confirming:

- Their entry status (whether their application has been accepted).
- Their unique candidate number.

Candidates must check this confirmation immediately to ensure they have been entered for the correct examination. Should a candidate not receive this email within 15 working days of the application closing date, they should contact the Examinations Manager at forensic.medicine@fflm.ac.uk.

15.4 Part 1 and DLM Examinations

Approximately two weeks before the examination date, candidates will receive an email confirming the start and end times of their examination. This will include detailed instructions on how and when to register on the online assessment platform, along with contact details for technical support provided by the platform team.

15.4.1 Registration Responsibility

It is the sole responsibility of the candidate to ensure they have registered with the online assessment platform within the timeframe provided. Failure to register by the deadline may result in the candidate being unable to sit the examination.

15.5 Part 2 Examinations

Candidates are expected to remain available for the full duration of the exam dates published on the FFLM website. An additional email containing exact start times will be sent no less than two weeks before the examination date.

15.6 Transport and Accommodation

Candidates are responsible for arranging and funding their own transport and accommodation. The FFLM is not liable for any costs or losses incurred in relation to travel or lodging.

16. Visas

16.1 Online Examinations

Before commencing a visa application, overseas candidates should confirm whether their specific assessment is available as an online examination, which may eliminate the requirement for international travel. Full details regarding the delivery format (online or in-person) are provided in the regulations specific to each examination.

16.2 Candidate Responsibility

It is the sole responsibility of the candidate to ensure their visa application is submitted with sufficient time to attend the examination. The FFLM has no control over UK entry

requirements and accepts no liability for immigration issues.

16.3 Support for Visa Applications

Upon receipt of a completed application, the FFLM can provide a confirmation letter to support a candidate's visa application. Candidates should email the Examinations Manager at forensic.medicine@fflm.ac.uk to request a supporting letter.

16.4 Delayed and Rejected Visa Applications

Candidates are urged to consider the risk of their visa being delayed or rejected. The FFLM will not refund examination fees due to visa refusals or processing delays.

17. Evidence Requirements

17.1 DLM Candidates

Registered candidates must be in good standing with their regulatory body.

17.2 Part 2 Examinations

17.2.1 Evidence of Primary Qualification

Candidates must provide evidence of their primary clinical qualification when applying for the Part 2 FFLM examination to verify their eligibility to practice as a registered healthcare professional, which is a mandatory prerequisite for sitting the assessment and obtaining membership.

17.2.2 Reasons for Providing Evidence

- **Verification of Professional Standing:** The FFLM examinations (LFFLM and MFFLM) are strictly open to registered medical practitioners and registered healthcare professionals (such as nurses, midwives and paramedics) who are in active clinical practice.
- **Regulatory Compliance:** All candidates have a professional duty to be honest and trustworthy. Providing proof of qualification ensures they are in good standing with their respective regulatory bodies, such as the General Medical Council (GMC), Nursing & Midwifery Council (NMC), or Health & Care Professions Council (HCPC).
- **Assessment of Competence:** The Part 2 exam is a clinical competency assessment. The FFLM requires confirmation of the candidate's primary qualification to ensure they have the foundational clinical background necessary to safely integrate the professional and practical skills tested in the exam.
- **Postnominal Eligibility:** Successful completion of both parts of the examination entitles a candidate to apply for Licentiate or Membership and use the associated postnominals (e.g., LFFLM or MFFLM). These titles are only available to those who already hold a recognised primary medical or clinical qualification.

17.2.3 Part 2 LFFLM Candidates

Evidence of at least two years of employment in the candidate's field of expertise.

17.2.4 Part 2 MFFLM Candidates

Evidence of at least three of the previous five years in general forensic medicine or sexual offence medicine.

17.3 Evidence of Clinical Experience

Candidates applying for the Part 2 examination must provide a completed Part 2 Candidate Evidence of Clinical Experience Form to verify their period of active employment in their chosen field.

This form must be authorised by a Clinical Lead or Supervisor and submitted no later than the application closing date. Please note that incomplete or late submissions may result in the rejection of the candidate's application or result a significant delay in processing.

Where a clinical lead or supervisor is unavailable or a delay is anticipated in obtaining a signature before the deadline, the candidate should contact the Examinations Manager at forensic.mediicine@fflm.ac.uk.

17.4 Evidence of Primary Qualification

Candidates may be asked to provide evidence of their primary clinical qualification when applying for any Part 2 examination to verify their eligibility to practice as a registered healthcare professional, which is a mandatory prerequisite for sitting the assessment and obtaining either the LFFLM or MFFLM.

If an original degree certificate is not in English, an authenticated translation must be provided. Photocopies or translations will only be accepted if they are prepared or verified by:

- The issuing University or Medical/Nursing/Healthcare School;
- A British Consulate, British Council, British Embassy, or High Commission;
- The candidate's own Embassy or High Commission within the UK;
- An FFLM Fellow/Member or Chair of the Examining Board (subject to verification of their affiliation with the issuing institution and an official stamp/letter).

17.5 FFLM Right to Verify

The FFLM reserves the right to request a scanned copy of original documents. If a candidate is unable to provide evidence of their primary qualification, they should contact the Examinations Manager at forensic.mediicine@fflm.ac.uk.

17.6 Professional Registration and Names

17.6.1 UK Registered Candidates

When applying, candidates must accurately complete the registration section, including:

- Their GMC or GDC number.

- The month and year their degree was awarded.
- Their current category of registration.

No proof of professional registration is required for the DLM.

17.6.2 Non-UK Registered Candidates

Membership candidates not registered with the UK GMC or GDC may be required to submit authenticated documentary evidence of their primary medical or dental qualification.

No proof of professional registration is required for the DLM.

17.7 Name Consistency and Discrepancies

If the name used for the application differs from the name on a diploma or professional register, including the use of initials or abbreviations, the candidate must provide a formal certificate from the issuing university or an affidavit confirming they are the same person. It is the candidate's sole responsibility to resolve these discrepancies.

17.7.1 Changes to Name

Candidates who have changed their name through marriage, divorce, or deed poll must submit authenticated documentary proof to be admitted under their new name. Once registered, candidates must maintain the same surname for all future FFLM applications.

17.7.2 Translations and Phonetic Spelling

The FFLM requires absolute consistency in name spelling. Variations caused by phonetic translations into English are not acceptable as they prevent accurate identification. Candidates must ensure their name is spelt identically across all submitted documents.

17.7.3 Record Format

FFLM records are maintained using the format:

First Name(s), followed by, Family Name (e.g., Alan Smith).

The name used for the examination application must match the name on the candidate's professional register and the identification provided on the day of the exam.

17.8 Final Submission Deadline

Unless otherwise stated in these Regulations, all evidence must be submitted at least four weeks prior to the examination date. Failure to submit the required evidence by the deadline may result in the candidate being ineligible to sit the examination and the forfeiture of their application fee.

17.9 Life Support Training Requirements

Evidence of current life support training is only applicable to Part 2 MFFLM and LFFLM candidates

GFM, SDS and SOM candidates must provide an Immediate Life Support (ILS) certificate issued within the last 12 months and valid on their Part 2 exam date.

Overseas applicants with equivalent certifications must submit them during the Part 2 application for review by the Chief Examiner, whose decision is final.

17.9.1 Submission of ILS Certificates

Where a candidate is unable to provide an in-date ILS certificate at the time of application, they must confirm they are actively seeking to book onto a course. Candidates can specify this on their application and email proof of booking to the Examinations Manager at forensic.medicine@fflm.ac.uk.

18. Withdrawal and Refunds

18.1 Process for Withdrawal

Candidates must submit their request via the FFLM Exam Withdrawal Request Form.

To ensure accurate identification, candidates must include their:

- Full Name
- Date of Birth
- Candidate Number

Only requests submitted via the official online form will be accepted. Verbal notifications or informal messages do not constitute a valid withdrawal.

18.2 Transfer of Fees

Transfer of examination applications and fees will only be permitted in exceptional circumstances, at the discretion of the Chief Examiner.

Refer to the Extenuating and Mitigating Circumstances section of these Regulations for additional information.

18.3 Refund of Fees

18.3.1 Before the Closing Date

Candidates who submit a withdrawal request on or before the application closing date will receive a 90% refund of the paid fee. Where possible, refunds will be issued via the original payment method.

18.3.2 After the Closing Date

Refunds are not permitted for withdrawals made after the closing date.

18.3.3 Exceptional Circumstances

If a late withdrawal is due to substantiated exceptional circumstances, a refund may be considered. These requests, along with supporting evidence, must be submitted within four weeks of the examination date.

18.3.4 Online Assessment Tool Deductions

If a candidate withdraws from an examination less than seven days prior to the examination date due to exceptional or mitigating circumstances, any non-refundable service fees incurred by the FFLM from the online assessment tool provider (approximately £60 per candidate, subject to annual increases) will be deducted from any refund issued.

18.3.5 Final Decision

All late-withdrawal refund requests are reviewed by the Chief Examiner in consultation with the Chief Examiner's Committee. Their decision is final.

19. Questions

All examinations are criterion referenced. Before each examination, the difficulty of each question is considered by the Chief Examiner's Committee (CEC). The standard setters assess the difficulty of the questions against the level of knowledge expected of candidates using a procedure known as the Modified Angoff Method.

To establish a criterion-referenced pass mark, judgements from standard setters are analysed for each exam. To prevent extreme fluctuations, predefined limits are applied to the pass rate. Consequently, both the pass mark and pass rate may vary slightly between examination sittings to maintain consistent standards.

19.1 Pre-test Questions

Pre-test questions (trial questions that are used for research purposes) may appear in any paper. Responses to them do not count towards a candidate's final score. The use of pre-test questions is in line with the assessment criteria set out by the General Medical Council (GMC). Candidates are directed to the GMC website for further information.

20. Drug Names and Measurements

Drugs will be referred to by their recommended international non-proprietary names (INN) rather than by their trade names.

Biochemical and other measurements are expressed in SI units and normal or reference ranges are provided.

21. Marking of Examinations

The marking process for the FFLM examinations is designed to be objective, standardised, and free from bias.

21.1 The Marking Process: Independence and Anonymity

The FFLM ensures that examiners score candidates without outside influence. This is achieved by the following:

- Independent Assessment: Examiners must complete all mark sheets in their entirety without consulting their colleagues. They have no knowledge of the scores or comments assigned by other assessors.
- Blinded Scoring: For written components (Part 1 & DLM examinations), papers are anonymised using candidate numbers. In the OSCEs (Part 2 examinations), each station is assessed by a different examiner who only sees candidate performance in that specific assessment.
- No "Halo Effect": Because examiners are "blinded" to candidate performance in other parts of the exam or previous scores, a poor performance in one section cannot negatively bias the marking of another.

21.2 How the Part 1 and DLM is Marked (Electronic/Written)

- Computer Marking: Papers are usually marked electronically.
- No Negative Marking: Marks are awarded for correct answers, but marks are not deducted for incorrect answers. It is always in a candidate's interest to attempt every question.

21.3 How the Part 2 LFFLM and Part 2 MFFLM is Marked

21.3.1 SAQs

SAQ marking and quality assurance process is as follows:

- Removal of Two Markers: Routine double marking of every SAQ paper has been discontinued.
- One Primary Marker: Each SAQ paper is now reviewed and scored by a single independent examiner.
- Independent Assessment: The primary marker records scores without consulting other examiners to ensure an unbiased evaluation of the candidate's responses.

21.3.2 OSCEs (Practical/Clinical)

- OSCE Stations: Each station uses a standardised Global Rating Scale and a checklist of specific competencies.
- Consensus through Discrepancy: If there is a significant discrepancy between the two examiners' scores (where applicable), the Chief Examiner reviews the marks to ensure the criteria was applied correctly.
- Compulsory Elements: Candidates must achieve a "pass" in certain critical areas to pass the overall exam, regardless of the total score provided in the Global Rating.

A candidate not achieving the pass mark in the OSCE assessments will be deemed to have failed if they:

- Do not achieve the pass mark.
- Fail 35% of the number of stations.
- Exhibit aggressive, abusive, or inconsiderate behaviour, either physical or verbal, to a simulated patient or examiner, and may result in misconduct procedures being invoked.

If a candidate fails at their first or second attempt, they may be deemed by the Chief Examiner's Committee to require more clinical experience.

21.4 Poor performance during an OSCE Assessment

Before re-attempting the OSCEs, a candidate may be recommended for educational support from a nominated Fellow or Member of the FFLM.

All doctors practising in the UK, including examiners and FFLM officers, are governed by the principles outlined by the UK General Medical Council in the publication Good Medical Practice. The FFLM acknowledges that some good doctors may perform poorly under examination conditions, however, where there are genuine concerns that a doctor's fitness to practice is called into question by facts coming to light during an OSCE assessment, the FFLM is duty bound to inform those to whom the candidate is contractually or professionally responsible. In exceptional circumstances, where no such person can be identified, this information may have to be communicated directly to the GMC or similar professional body.

The candidate concerned will be informed by letter when their poor performance during an OSCE warrants referral to a sponsor, employer, or professional body, as outlined above. Reporting will normally take place only for consistently poor performance in repeated clinical/practical examinations but, in exceptional circumstances, it may be applicable where a candidate demonstrates an exceptionally poor performance in a single examination which gives the examiner concerns about the candidate's fitness to practice.

Before the candidate may re-enter any part of the MFFLM examination, written evidence must be received from the sponsor, employer or professional body confirming that remedial action has been taken. It will be for the Chief Examiner and Academic Dean to confirm whether the evidence presented is satisfactory to warrant re-entry to the examination. They will also be available to consider any representations that the candidate wishes to submit.

22. Results

22.1 Governance

The Chief Examiner's Committee (CEC) holds overall responsibility for the organisation and policymaking of all examination components.

22.2 Validity of Examination Results

To ensure clinical knowledge remains current, the following validity periods apply to the

FFLM examinations.

22.2.1 Part 1 Validity

A pass in the Part 1 examination remains valid for four years. Candidates must successfully complete all components of the Part 2 examination within this timeframe.

22.2.2 Part 2 Fail Result

In order to pass the Part 2, a candidate must pass both components.

A candidate not achieving the pass mark in either the SAQs or the OSCE will need to retake that part of the exam, whilst their Part 1 examination is valid, to obtain a successful result.

22.2.3 Part 2 Re-sits

Candidates who fail the Part 2 examination may re-apply, provided all subsequent attempts fall within the original four-year validity period of their Part 1 result.

22.2.4 Expiry of Results

If a candidate does not pass the Part 2 within four years, their Part 1 examination expires. The candidate must then re-sit and pass the relevant Part 1 to be eligible for two further attempts at the Part 2 examination.

22.2.5 Retention of SAQ Results

A successful SAQ result can be retained for as long as the candidate's Part 1 result remains valid.

22.3 Extenuating Circumstances and Validity Extensions

The FFLM recognises that unforeseen life events may impact a candidate's ability to complete the examination cycle within the standard timeframe.

22.3.1 Application for Extension

Candidates may apply for a formal extension of the four-year validity period if they experience significant extenuating circumstances.

22.3.2 Evidence Requirements

Requests must be submitted in writing to the Examinations Manager at forensic.medicine@fflm.ac.uk, and supported by independent evidence, such as medical certificates or legal documentation.

22.3.3 Discretionary Review

Each case is reviewed individually by the Chief Examiner's Committee which may grant a specific extension or "pause" the validity clock to ensure the candidate is not unfairly disadvantaged by circumstances beyond their control.

22.3.4 Timelines

Applications for extensions should ideally be submitted as soon as the circumstances arise, and no later than 30 days before the expiry of the current Part 1 validity.

22.4 Result Validation

To ensure results are released only after strict adherence to FFLM procedures, the Chief Examiner's Committee (CEC) reviews:

- Comprehensive statistical performance data.
- Formal feedback and comments from all examiners.

22.5 Authority on Pass Marks

Following this review, the CEC determines final candidate outcomes and may elect to either maintain or adjust the pass mark.

Result reports provide the necessary data to audit and quality assure cases.

22.6 Quality Control and Standard Setting of Results

The FFLM maintains full oversight of examination delivery and quality assurance. To ensure pass/fail standards are applied fairly and with high precision, the FFLM employs best-practice standard-setting techniques, known as the Modified Angoff Method. This process involves:

- Expert Review: Experienced examiners evaluate each question based on the expected knowledge of a "borderline candidate".
- Variable Pass Marks: Pass levels are not fixed across every examination diet (e.g., at 50%) but are adjusted for each paper based on the specific difficulty of the questions to maintain rigorous standards.
- Examination Leads: Dedicated leads in each discipline are responsible for ensuring that all assessment content is developed to a consistently high quality.

22.7 Publication of Results

Results are released when the FFLM's Chief Examiner and the Academic Dean are satisfied that the examination was conducted appropriately and in accordance with the procedures of the FFLM.

Results will be published via a link on the Exams page of the FFLM website within six to eight weeks upon completion of the final component. Written confirmation will be emailed in a further four to eight weeks. Results will be identifiable by candidate number; names will not be published.

Candidates should notify the FFLM of any change of email address.

22.8 Post-Examination Feedback

22.8.1 Part 1 and DLM Examinations

Due to the nature of the online assessment platform, the FFLM is unable to provide detailed individual feedback for Part 1 and DLM examinations. Where feasible, the FFLM may provide general feedback on subjects where a candidate performs poorly; however, as the online assessment tool provides limited data, such feedback cannot be guaranteed.

22.8.2 Part 2 Examinations

- OSCEs: Candidates will receive written feedback from both the examiner and the actor (patient).
- SAQs: Limited feedback will be provided upon request.

22.9 Certificates

As the FFLM operates as a remote organisation without a permanent physical office, the FFLM is unable to provide or post hard-copy certificates.

22.10 Queries on Results

Candidates may request that their answer sheets (Part 1 DLM and the Part 2 SAQ papers) are re-marked. There is a charge of £160.00 per paper for this service. This charge will be refunded if an error, made by the FFLM, is identified.

Requests for the re-marking of the above parts of the examination should be made by email to the Chief Examiner, via forensic.medicine@fflm.ac.uk and must be received within six weeks of the publication of results.

22.11 Appeals Procedure

22.11.1 Eligibility and Conditions

A candidate may appeal if they are dissatisfied with their examination result. The following conditions must be met:

22.12 Deadline

The appeal must be submitted within 28 days of the date the candidate was notified of their result.

22.12.1 Submission

The appellant must submit a detailed written statement setting out the specific grounds for the appeal to the FFLM Office.

22.12.2 Evidence

All supporting documentation (e.g., medical certificates or statements from other candidates) must be included at the time of submission.

22.13 Rejection of Appeals

The Appeal Tribunal is a working group of the Academic Committee. The Chief Examiner may reject an appeal without convening a Tribunal if it is deemed frivolous, vexatious, or based on the following invalid grounds:

- Lack of awareness or understanding of the published Examination Regulations.
- Claims regarding poor syllabus information (these should be submitted as a complaint, not an appeal).
- Lack of contemporaneous, independent evidence (medical or otherwise) to support claims of impaired performance.
- Failure to follow the Mitigating Circumstances procedure (Section 6) without a valid, uncontrollable reason for the delay.
- Long-standing health issues known to the candidate at the time of application.

22.14 Appeal Formats

Candidates must select one of two formats for their appeal:

- Written Evaluation: A formal review of all submitted documents.
- Oral Hearing: A document review combined with an online hearing.

22.14.1 The Written Evaluation

The Tribunal: Comprises the Academic Dean, the Chief Examiner, and a member of the Academic Committee/Board not previously involved in the candidate's assessment.

The Process: The Tribunal reviews all candidate documentation, evidence from the involved examiners, and any other relevant data. The Chief Examiner will provide an estimated decision date if the review is expected to take longer than 10 days. The outcome is communicated in writing by the Tribunal Chair.

22.14.2 The Oral Hearing

Hearings may be conducted online if required by government regulations or logistical necessity. All evidence must be submitted with the initial appeal; any late evidence must be provided at least 14 days before the hearing.

Attendance: The candidate must present their case in person and may be accompanied by a friend or adviser.

Panel Neutrality: Tribunal member names will be sent to the appellant 14 days in advance. If the candidate objects to a member, they may opt for an alternative panel, which triggers a new six-week timeframe.

Documentation: A designated note-taker will record the session, and a summary will be agreed upon by the Tribunal and the appellant.

23. Examiners, Invigilators, and Simulated Patients (Actors)

All examiners, simulated patients, and invigilators are strictly bound by a duty of confidentiality and must not disclose any examination content, including specific scenarios, marking criteria, or candidate performance, to any third party or via any digital platform, ensuring the continued integrity and security of the FFLM assessment process. Invigilators are further expected to maintain the highest standards of professional conduct and vigilance, demonstrating a thorough understanding of the specific FFLM examination protocols and emergency procedures required to ensure a fair, secure, and consistent environment for all candidates. Accordingly, all such personnel are required to sign a formal confidentiality agreement as a condition of their appointment, confirming their adherence to these regulations both during and indefinitely after the conclusion of any assessment.

FFLM examiners are formally recruited, trained, and regularly retrained in assessment techniques and equality and diversity, all per the FFLM Roles & Duties of an Examiner Policy.

23.1 Quality Assurance for FFLM Examiners

To maintain the highest standards of assessment, the FFLM conducts regular monitoring and annual reviews of examiner performance. This quality assurance process includes:

- **Annual Performance Reviews:** Each examiner's contributions and marking consistency are evaluated every year by the Chief Examiner to ensure they meet the FFLM's rigorous requirements.
- **Peer Observation:** Senior examiners may observe live assessments to provide constructive feedback and ensure adherence to marking criteria.
- **Ongoing Training:** All examiners must participate in regular calibration exercises and briefing sessions to align their standards with current best practices.

23.2 Examiner Conflict of Interest

As the FFLM is a small, highly specialised community. We recognise that, on occasion, examiners and candidates may be known to one another professionally or personally.

To ensure the highest standards of fairness and objectivity:

- All FFLM examiners are required to declare any potential conflicts of interest prior to the assessment.
- Whether a conflict is deemed to exist depends on the nature of the relationship, and it is for the examiner to declare if they feel their objectivity may be compromised.
- Every candidate is assessed by multiple examiners to ensure a breadth of assessment and to safeguard the integrity of the final outcome.

23.3 Simulated Patient Training

To ensure a fair and consistent assessment, all actors (standardised patients) undergo rigorous training:

- **Generic Training:** Actors are trained in the core principles of the OSCE, including maintaining a neutral and consistent portrayal.
- **Case-Specific Briefing:** Actors receive detailed scripts and profiles for their specific station to ensure all clinical and behavioral cues are delivered uniformly.
- **Annual Rehearsals:** Prior to the Part 2 examination, actors attend a mandatory

OSCE rehearsal with examiners. This session allows for:

- Calibration: Aligning the actor's portrayal with the examiner's marking criteria.
- Standardisation: Confirming that the difficulty level remains constant across different rotations.
- Quality Checks: Identifying and resolving any ambiguities in the case scenario before the live exam.

24. Examination Formats and Venues

All examinations are held once a year and are delivered through various platforms and locations depending on the assessment type.

24.1 Part 1 Examinations

All Part 1 examinations are hosted remotely via a dedicated online assessment platform.

24.2 Part 2 Examinations

24.2.1 OSCE Assessments

OSCEs are conducted face-to-face at designated venues within the UK.

24.2.2 SAQ Examinations

SAQs may be held either online or face-to-face within an invigilated, classroom-based environment.

24.2.3 Candidate Responsibility

Candidates must consult the Exams page on the FFLM website for specific venue details and the most current scheduling information for each sitting.

25. Candidate Compliance and Conduct at an Examination

25.1 Introduction to Compliance and Misconduct

Any infringement of the following Rules and Regulations will be reported to the FFLM Administration Office for consideration by the Academic Dean and the Board. Candidates are warned that any breach of these Regulations will result in severe sanctions, including the risk that the relevant Examining Board will permanently debar the candidate from taking any further FFLM examinations. Misconduct identified before, during, or after assessments, or evidence of a gross lack of competence, may be referred to the candidate's relevant regulatory body and/or employer.

25.2 Admission to the Examination

Candidates must arrive at the examination venue at the time specified by the FFLM. This ensures there is no disruption once an examination has commenced and maintains the integrity and security of the assessment process by preventing the late arrival of

individuals who may have had access to external information.

25.2.1 Arrival and Admission

To ensure a prompt start and minimise disruption, candidates should assemble outside the examination venue at least 30 minutes prior to the scheduled start time. Access to the examination is permitted only when instructed by an invigilator.

25.2.2 Late Arrival Policy

Late arrivals to any examination will be refused entry.

25.2.3 Exceptions:

Late admissions will be granted only in strict exceptional circumstances and will require the express permission of the Chief Examiner or lead invigilator.

25.2.4 Integrity

This process prevents disruption and maintains assessment security by ensuring late arrivals have not had access to external information.

25.3 Prohibited Items

The possession of unauthorised material is strictly forbidden and may lead to a report of misconduct.

25.3.1 Restricted Devices:

Candidates must not bring mobile phones, pagers, tablets, smartwatches, smart glasses, calculators, or any other electronic device capable of communication, storage, or audible alerts into the examination.

25.3.2 Physical Materials:

Textbooks, personal papers, bags, and documents are prohibited unless explicitly authorised in advance.

25.3.3 Confiscation of Unauthorised Items

Any unauthorised items found will be confiscated, and a formal report will be submitted to the Chief Examiner.

25.3.4 Storage of Personal Effects

Coats, bags, and personal belongings must be deposited in the area designated by the invigilator. All electronic devices must be completely deactivated (powered off, not on silent) and stored away from the candidate's desk.

25.3.5 Approved Medical and Disability Aids

Candidates may bring aids required to remedy a disability (e.g., visual or hearing aids) provided these were declared and approved via the Reasonable Adjustments

process at the time of application.

25.3.6 Accidental Possession of Unauthorised Items

If a candidate discovers they have unwittingly brought an unauthorised item or paper into the hall, they must surrender it to an invigilator before the examination starts or at the earliest possible opportunity thereafter to avoid potential sanctions.

25.4 Scheduling and Contingency Planning

Candidates should be aware that, due to heightened security protocols or unforeseen operational requirements, examination start times may vary. The FFLM reserves the right to delay the commencement of any assessment to ensure the integrity of the examination environment.

Consequently, candidates are strongly advised not to make restrictive travel or personal plans that could be jeopardised if the examination starts late, is delayed, or is interrupted. The FFLM will not be held liable for any costs or losses incurred by candidates, including travel or accommodation expenses, resulting from such schedule changes or disruptions.

25.5 Monitoring and Detection of Misconduct

Candidates are advised that the FFLM CEC employs various systems to identify attempts to copy, collude, or engage in any other form of academic misconduct during FFLM examinations.

25.5.1 Investigation Timelines and Procedures

Where monitoring identifies a potential issue requiring full investigation, the following timeline will apply:

Notification: The FFLM will formally notify the candidate in writing of the allegation within 10 working days of receiving the monitoring report.

Results Withholding: Where appropriate, the candidate will be informed at this stage that their examination results will be withheld pending the outcome of the investigation.

Candidate Response: The candidate will be required to provide a written response or attend an interview within 10 working days from the date of the FFLM's notification letter.

Final Decision: Following the investigation or interview, the FFLM aims to notify the candidate of the final decision and any resulting sanctions within five working days of the decision being made.

25.6 Data Analysis Tools

The FFLM may utilise specialised tools, such as the Anomaly Monitoring System (AMS), currently used in Royal College of Physicians (RCP) examinations, to monitor and analyse candidate behaviour and response patterns.

26. Proof of Identification

26.1 Acceptable Form of ID

Candidates will not be admitted to the examination unless they produce suitable photographic identification alongside their official admission document. A valid passport is the preferred form of ID.

26.2 Alternative Forms of ID

Where a candidate does not possess a passport, the following may be accepted:

- A single alternative document containing both the candidate's photograph and signature (e.g., a photocard driving licence).
- Alternatively, two separate forms of identification: one featuring a photograph and the other featuring a signature.

26.3 Admission Discretion and Sensitivity

Admission to the examination remains at the sole discretion of the Chief Examiner, their nominee, or the lead invigilator. The FFLM observes professional sensitivity regarding the visual identification of candidates.

26.4 Advance Notice for Special Circumstances

Candidates who anticipate any difficulties with visual identification (e.g., due to religious headwear or other personal circumstances) must notify the FFLM in writing. To ensure appropriate arrangements can be made, this notice should be sent to the Examinations Manager at forensic.medicine@fflm.ac.uk no later than 15 working days prior to the examination date.

26.5 Compliance

Candidates presenting themselves for their examination must have complied fully with all admission requirements, including the payment of fees.

27. Professional Conduct During OSCE Assessments

A "yellow card" will be issued during OSCE assessments if an examiner identifies unprofessional or improper practice. In such cases, the Chief Examiner or Academic Dean will provide written guidance to the candidate regarding their specific training needs.

If an examiner, in consultation with the CEC and Academic Committee, determines that a candidate's conduct suggests they are potentially unsafe to practice, a "red card" will be issued.

A red card triggers an immediate referral to the General Medical Council (GMC).

Regardless of their performance in other examinations, the candidate cannot pass until the GMC resolves the issue and the FFLM Board ratifies the decision.

Committee Discretion: The Chief Examiner's Committee may recommend an outright fail based on the severity of the referral.

28. Professional Conduct During Classroom-Based, Electronic Examinations

28.1 Seating and Stationary

Answer sheets are individually numbered to correspond with candidate records. Candidates must sit only at the desk marked with their specific candidate number to ensure accurate marking and attendance tracking.

28.2 Commencement and Seating

Answer sheets are individually numbered to correspond with candidate records. Candidates must sit only at the desk marked with their specific candidate number to ensure accurate marking and attendance tracking. Candidates must not begin reading or answering questions until the start of the examination is officially announced by the invigilator.

28.3 Communication and Academic Integrity

While in the examination hall, candidates must not attempt to read the work of others or communicate in any way with any other candidate or unauthorised person without express permission from the invigilator.

28.4 Procedures for Suspected Infringements

If an invigilator suspects a breach of FFLM Examination Regulations, they are authorised to:

- Confiscate any unauthorised material.
- Endorse the candidate's script (or electronic record) with the time of the alleged infringement. In cases of suspected collusion, the scripts of all involved candidates will be endorsed and, where possible, countersigned by a second invigilator as a witness.
- Permit the candidate to continue the examination to avoid immediate prejudice.
- Formally notify the candidate at the conclusion of the session that a written report will be submitted to the Chief Examiner.
- Submit a formal report and any confiscated items to the FFLM Administration Office within three working days.

28.5 Expulsion for Misconduct

Any invigilator or examiner is empowered to stop a candidate from continuing the examination on grounds of misconduct. Expulsion from an examination is typically reserved for conduct that causes disruption to other candidates.

28.6 Requesting Assistance or Reporting Issues

Candidates should raise their hand to attract an invigilator's attention. Any environmental factors (e.g., distracting noise) adversely affecting a candidate must be brought to the invigilator's attention immediately. Following the examination, such issues should be submitted in writing to forensic.medicine@fflm.ac.uk.

28.7 Leaving the Examination

Candidates must remain for the full duration of each paper. Attempting to leave early because the paper is finished is deemed a breach of Regulations.

28.8 Temporary Absence and Comfort Breaks:

Candidates are permitted to take supervised comfort breaks during an examination, provided they obtain express permission from an invigilator before leaving their seat.

To maintain the integrity of the assessment, the following rules apply:

- Prohibited Periods: Temporary leave is strictly forbidden during the first 30 minutes and the final 10 minutes of any paper.
- Conduct During Breaks: While outside the examination room, candidates must not consult any external materials or attempt to contact any other person.
- Supervision: All comfort breaks must be supervised to ensure compliance with these regulations.

28.9 Conclusion of the Examination

Candidates must stop writing or interacting with the electronic system immediately when instructed. They must remain in their seats in silence while all materials are collected. Candidates should leave the hall in an orderly manner only when authorised by the invigilator.

28.10 Technical Difficulties

In the event of a significant technical failure during an electronic examination, the following protocols and considerations apply to ensure the integrity of the professional conduct and the fairness of the result:

- Systemic vs. Individual Failure: A distinction is made between a site-wide failure (e.g., a total loss of internet connectivity or a server crash) and an individual workstation failure (e.g., a specific laptop freezing or a corrupted login).
- Immediate Reporting: Candidates have a professional obligation to notify an invigilator immediately if a technical glitch occurs. Silence during a technical issue followed by a post-exam appeal is generally not supported; contemporaneous reporting is essential for the incident to be formally logged.
- Time Recoupment: Where a technical interruption occurs through no fault of the candidate, the FFLM will aim to restore the lost time. If the issue is resolved, the candidate is expected to resume the exam with the remaining time added, maintaining the same level of professional focus as before the incident.
- Threshold for Abandonment: If a technical difficulty cannot be resolved within a reasonable timeframe, defined in the internal FFLM Risk Policy, the exam may be declared void for affected candidates. In such cases, candidates must remain

compliant with confidentiality requirements, ensuring that no details of the seen questions are shared with others.

- Evidence of Completion: Electronic systems are designed to autosave progress. In the event of a crash, examiners will rely on the last synced data. Candidates must not attempt to manipulate the software or hardware to "recover" data themselves, as this may be flagged as a breach of professional conduct.

29. Online Examinations

29.1 Testing Space:

Candidates must be in a private, appropriate environment. The invigilator may require a room scan via webcam before or during the exam. In an emergency (e.g., a fire alarm), candidates should prioritise their safety and leave the environment immediately.

29.2 Invigilator Instructions:

Candidates must remain contactable and comply with all remote invigilator instructions, including requests to adjust webcams or equipment.

29.3 Early Departure

Candidates must stay connected until the end of the session unless the invigilator grants permission to leave early.

29.4 Technical Issues

29.4.1 Candidate Responsibility

Candidates are responsible for ensuring their hardware, software, and internet connection meet the minimum specifications provided by the online assessment provider in advance. Failure to meet these requirements does not constitute a valid ground for appeal.

29.4.2 Minor Disruptions

In the event of a brief technical interruption (e.g., a momentary loss of connection), candidates must follow the on-screen instructions or contact the remote invigilator immediately. Most platforms auto-save progress, allowing the candidate to resume once the connection is restored.

29.4.3 Major System Failure

If a significant technical failure occurs that is beyond the candidate's control, such as a platform-wide crash or a prolonged local power outage, the following procedures apply:

29.4.3.1 Reporting:

The candidate must notify the invigilator immediately at the time of the incident.

29.4.3.2 Assessment Impact:

If the disruption lasts longer than 20% of the total examination time, or if the candidate is unable to reconnect after multiple attempts, the examination attempt may be declared void by the Chief Examiner.

29.4.3.3 Resolution

In such cases, the FFLM may offer a no-cost re-sit at the next available opportunity. No additional marks will be awarded to compensate for lost time or distress caused by technical issues.

29.4.3.4 Reporting Requirement

Any candidate experiencing a technical failure must submit a written report to the Examinations Manager by emailing forensic.medicine@fflm.ac.uk within 24 hours of the examination, providing any available evidence (e.g., screenshots of error messages or ISP outage logs).

29.5 Breaks and Refreshments

Candidates may request breaks, which will be recorded by the invigilator. No additional time will be granted to compensate for the duration of the break.

Refreshments: Drinks and snacks are permitted, provided all labels and wrappings have been removed beforehand.

29.6 Prohibited Behaviours and Violations

The following actions constitute a breach of regulations and will be reported to the FFLM:

- Using or looking at a mobile phone, tablet, or smart device.
- Wearing earplugs or headphones (unless approved in advance)
- Wearing hooded clothing or items capable of concealing materials (religious attire is permitted)
- Wearing sunglasses (unless for medical reasons) or 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 textbooks or notes.
- Using a calculator
- Room too dark for the invigilator to properly observe

- Webcam/laptop angled to obscure or hide visibility of candidate's face
- Vaping or smoking

30. Smoking and Vaping Policy

Smoking of any kind, including the use of e-cigarettes or vaping devices, is strictly prohibited within any part of an FFLM examination centre, including the examination rooms and all internal communal areas.

Smoking and vaping are only permitted in designated outdoor areas outside the venue premises. Candidates must ensure they do not exceed any permitted break times if they choose to leave the building for this purpose.

31. Complaints Procedure

31.1 Submission Deadline and Process

Candidates wishing to raise a formal complaint regarding any aspect of the examination process must do so in writing within 28 days of the examination date (or the date of the incident being complained of). Correspondence should be addressed to the Chief Examiner and sent via email to forensic.medicine@fflm.ac.uk.

31.2 Acknowledgement and Review

The Chief Examiner will provide a written acknowledgement of the complaint within 21 days of receipt.

31.3 FFLM Complaints Policy

All complaints are handled in accordance with the FFLM Complaints Policy. This policy provides a transparent framework for investigating concerns and ensures that all matters are resolved fairly and consistently.

32. Equality, Diversity, and Inclusion

32.1 FFLM Commitment to Fairness

The FFLM is committed to promoting equality and diversity. All policies and procedures are designed to be fair to all individuals and groups in accordance with the FFLM's Equal Opportunities Policy.

32.2 Monitoring of Information

The FFLM collects and analyses candidate data to monitor results against equal opportunity variables, ensuring the assessment process remains unbiased. To maintain this transparency, the FFLM generates a formal report on equality and diversity following every examination application period to evaluate the demographic information provided by candidates. This proactive review allows the FFLM to identify potential disparities and ensure that the qualification process remains fair, inclusive, and objective for all

healthcare professionals.

32.3 Examiner Training

All FFLM examiners undergo mandatory training in equal opportunities and diversity, with formal updates required every three years.

33. Document Version Control and Update History

This section tracks all substantive updates to these Regulations. The most current version supersedes all previous editions.

Version	Date	Author / Editor	Changes made	Approved by
1.0	20 May 2026	Kim Feltham	Initial release	Dr Deryn Evans & Dr Sandy Fielding
1.1	15 September 2026	Kim Feltham	Added new section, "Examination Cancellation or Postponement by the FFLM", following the cancellation of the 2027 Part 2 examinations, covering the FFLM's right to cancel/postpone, fee refund or transfer, extension of validity periods, and evidence/deadlines affected by rescheduling.	Halita Obineche

34. Appendix: Useful Resources

The hyperlinks provided in this section are intended for guidance and candidate support only.

While the FFLM endeavours to maintain the accuracy and currency of these links, both internal FFLM documents and third-party resources are subject to periodic updates, revisions, or archiving without prior notice.

The FFLM is not responsible for the content of external websites, nor for any temporary unavailability of internal documents due to administrative updates. Candidates are responsible for ensuring they are referring to the most recent version of any statute, clinical guideline, or internal FFLM policy relevant to their specific examination diet.

If an internal link appears broken, please contact the Examinations Manager at forensic.medicine@fflm.ac.uk.

Category	Resource Title	Description
Core Regulations	Exam Regulations, Syllabus & Guidance	Examination Specific Regulations
Clinical Guidance	FFLM Courses	Details of FFLM courses
	Publications	Library of FFLM publications
	Quality Standards	FFLM published list of quality standards
	Syllabus	FFLM clinical and legal competency framework
Logistics	Acronyms & Abbreviations	List of FFLM acronyms and abbreviations
	Complaints	FFLM Complaints Policy
	Confidentiality Agreement	Confidentiality agreement form for examinations
	eLearning Course	Available online learning resources for candidates
	Events Calendar	Details on FFLM future and past events

	Examinations	Introductory page to FFLM examinations
	Exam Diary & Fees	Details on examination fees
	Exam Withdrawal Request Form	Request to withdraw from an examination
	Clinical Evidence of Experience (Part 2 Candidates only)	Part 2 Candidate Evidence of Clinical Experience Form
	Extenuating & Mitigating Circumstances	Request for Extenuating and Mitigating Circumstances
	FFLM Membership	Details of FFLM Membership
	Privacy Policy	FFLM Privacy Policy
	Standing Orders	FFLM Governance and Standing Orders
	Reasonable Adjustments	Request for Reasonable Adjustments
	Refund Request Form	Request for a refund of examination fees
	Revision Materials	Examination learning resources for candidates
External Resources	GDPR	UK GDPR principles
	Useful Links	Links to external Forensic & Legal Medicine websites

This resource list was last verified during May 2026.