

Education Noticeboard

June 2008

Contacting us

If you wish to contact us the following will help you:

	<i>E-mail</i>	<i>Telephone</i>	<i>Fax</i>
COURSES TEAM			
CT9			
Business Awareness Module	courses@actuaries.org.uk	+44 (0)1865 268216	+44 (0)1865 268233
CA2			
Model Documentation, Analysis & Reporting	courses@actuaries.org.uk	+44 (0)1865 268216	+44 (0)1865 268233
CA3			
Communications Module	courses@actuaries.org.uk	+44 (0)1865 268216	+44 (0)1865 268233
EXTERNAL LIAISON TEAM			
Careers	careers@actuaries.org.uk	+44 (0)1865 268228	+44 (0)1865 268233
Examination Counselling	examcounselling@actuaries.org.uk	+44 (0)1865 268228	+44 (0)1865 268233
Exemptions	exemptions@actuaries.org.uk	+44 (0)1865 268228	+44 (0)1865 268233
EXAMINATIONS TEAM			
Organisation of examinations and examination verification	examinations@actuaries.org.uk	+44 (0)1865 268259	+44 (0)1865 268222
OTHER			
Admissions	admissions@actuaries.org.uk	+44 (0)131 240 1325	+44 (0)131 240 1313
Libraries			
Edinburgh	libraries@actuaries.org.uk	+44 (0)131 2401 311	+44 (0)131 2401 313
London	libraries@actuaries.org.uk	+44 (0)20 7632 2114	+44 (0)20 7632 2111
Oxford	libraries@actuaries.org.uk	+44 (0)1865 268208	+44 (0)1865 268211
Professionalism Courses	professionalism@actuaries.org.uk	+44 (0)1865 268214	+44 (0)1865 268233
Work-Based Skills and Work Experience	wbs@actuaries.org.uk	+44 (0)1865 268232	+44 (0)1865 268244
Publications	publications@actuaries.org.uk	+44 (0)1865 268206	+44 (0)1865 268211
Subscription renewals	membership@actuaries.org.uk	+44 (0)131 240 1325	+44 (0)131 240 1313

Hours of business are: Monday to Friday from 9.00am to 5.00pm.

Website

Have your say on the website discussion board

We have set up a bulletin board on the Profession's website where students can give feedback and exchange views on any aspect of the exam subjects, the exams themselves or any other topic. Follow the link to the bulletin board from the Students' area of the website or follow the link below:

<http://www.actuaries.org.uk/phpBB2/>

Courses

CT9 Business Awareness Module

Who should apply for this course?

If you joined the Profession after 30 June 2004 then this examination is applicable to you. You are recommended to take the Module within 15–18 months of joining the Faculty or Institute, if you are working full time.

Course Dates

The details of the 2008/2009 courses will be announced on **Monday 23 June 2008**. They will take place in October and November 2008 and January, May and June 2009.

Distance Learning Course

If you are a student based outside the UK, and unable to attend a local society run event, then you are eligible to attend the distance learning version of this examination. The pilot course will run from 21 July–1 August 2008 inclusive. Currently there are spaces available on this pilot course. Further details including the application form can be found on the website. The closing date for applications is 7 July 2008.

Examination history – CT9 Business Awareness

We have recently completed a major part of our on-going work in updating the examination history area and the CT9 Business Awareness results should now be visible. Should you have any queries please contact the courses team at: courses@actuaries.org.uk.

CA2 Model Documentation, Analysis and Reporting

For courses from 1 May 2008:

- the name of the subject has been changed to Model Documentation, Analysis and Reporting to reflect more accurately the content and thus emphasise: documentation of a spreadsheet, analysis of the outputs and reporting of the approach, results and conclusions, rather than imply that it requires sophisticated modelling techniques
- “fail notes” will no longer be issued for this subject, the grading will be in line with the normal system of giving fail grades
- you can now view the list of specific results days for each exam on the website
- retakers are now eligible to either:
 - attend Day 2 only of a face to face course to take the examor
 - take the distance learning version of the exam, either with or without the pre-course work (priority will be given to overseas candidates for these courses)or
 - attend a specific one-day Retaker Exam only day

New application forms are available for each type of course/exam.

Dates

The new session course dates have been issued and bookings are currently being taken, please follow the instructions under Allocation of Places.

Allocation of places

Students must complete the appropriate application form, which can be downloaded from the website. The form and payment details should then be sent to the courses team, either by fax, post or scanned and emailed. Places on all courses are allocated to students on a ‘first come’ basis, we cannot reserve/confirm a place on any course until the completed application and payment has been received.

Please apply as soon as you are eligible, this will assist the courses team in trying to allocate you a place on your preferred date.

Enquiries for CT9 and CA2

The role of the courses team is to deal with all aspects of the administration of the course based exams, this includes:

- course bookings
- processing payments
- preparation of course materials
- issuing joining instructions
- producing and publishing pass lists
- updating exam history
- liaising with venues for any special requirements that any students may have

The team has 4 members, Patrina, Richard, Alastair and Laura and is located at Napier House.

The team members will do their best to assist students with any queries they may have. It is important that students use the general contact details below so that the team can ensure that queries are dealt with promptly.

E-mail: courses@actuaries.org.uk

Tel: 01865 268 216

Fax: 01865 268 233

Examinations

Work-Based Skills / Examination entry September 2008

The Work-Based Skills scheme is applicable to all UK and overseas students who became members on or after 1 July 2004. These students will not be permitted to enter for the September 2008 examinations unless they have completed and submitted the Work-Based Skills supervisor form before attempting to enter the examinations. All Work-Based Skills supervisor forms must be returned to Maria Perry at Napier House.

Students may check receipt of their supervisor form by logging into the Members' area and clicking on the link "Transactions and personal information". In the section entitled Personal details, click on the link to your "Personal Profile". Students should then click on the plus sign next to the Person Classifications heading which will reveal a line stating "Work-Based Skills information received". This box will be ticked if the form has been received and processed.

If you have any queries regarding the receipt of your Work-Based Skills supervisor form, please contact: wbs@actuaries.org.uk.

Examination entry policies

Please visit the examinations section of the website for full details of our current policies for examination entry, special arrangements, mitigating circumstances and refunds.

http://www.actuaries.org.uk/students/exams/exam_entry_policies

Students are reminded that from 1 July 2008, the special overseas rates for examination entry will increase to 35% of the full rate.

Examination centres

Students are reminded that if they wish to sit at a centre not listed in the entry instructions or online service, they must contact the Examinations Team before Friday 11 July 2008. Requests for an alternative location after this date cannot be considered. We can only consider requests from students who are unable to attend an available centres due to distance or disability.

We strongly recommend that you visit the examinations information section of the website regularly to check for any important notices or update that may affect your examination entry or sitting.

September 2008 examination entry

The next examination session will be held from Monday 15 – Thursday 25 September 2008. Dates are as follows:

September	15–25	
Date	am	pm
Mon, 15 Sept	CA1(Paper 1)	CA1(Paper 2)
Tues, 16 Sept	CT6	CA3
Wed, 17 Sept	CT4	ST6
Thurs, 18 Sept	CT3	ST2
Fri, 19 Sept	CT7	ST4
Mon, 22 Sept	CT5	SA1–6
Tues, 23 Sept	CT1	ST1
Wed, 24 Sept	CT8	ST5
Thurs, 25 Sept	CT2	ST3

The examination entry form and instructions will be sent to all students in June. Students that do not receive a form are advised to download a copy from the exams section of the website:

http://www.actuaries.org.uk/students/exams/exam_entry/entry_forms

Students paying the entry fees by credit card can use the online exam entry service. This service is available in the Members' area of the website and provides immediate registration and confirmation. The online exam entry service will be available from 4 July 2008.

The closing dates for exam entry will be 18 August 2008 for UK centres and 28 July 2008 for overseas centres.

Students are advised to visit the "Review Your Exam Entry" section in the Members' area of the website to receive confirmation of entry. This is available to all students regardless of the method of entry. Students must advise us of any errors before the above closing dates. Receipts can be printed from the Members' area once your exam entry has been processed.

It is important to note that exam entry forms and payments should be sent separately to any other correspondence. Payments for publications, exemptions or courses (including CT9 and CA2) should be made separately to ensure the exam entry fees are received by the Exams Team in Oxford before the above closing dates.

Examination results for the 2008 examinations

	<i>April</i>	<i>September</i>
CT1–8	20 June	28 November
CA1, CA3, STs, SAs	4 July	12 December
CT9 (Business Awareness Module)	30th of each month or next working day	
CA2 (Modelling)	the Friday of the 12th week after the examination has been sat	
UK Practice Modules	30th of each month or next working day	

Exact dates will be published on the website with effect from May 2008.

Examination dates for 2009

The dates for the 2009 examinations are:

April – Monday, 20 April to Thursday, 30 April

September – Tuesday, 29 September to Friday, 9 October

Examination entry forms

Students are advised that from 2009, personalised exam entry forms will no longer be issued by post. A copy of the exam entry form for the categories of Home, Overseas and Special Overseas Rate will be available on the website for downloading from the start of the entry period. The online service will also be available for students paying by credit card.

If downloading an exam entry form from the website, students are asked to ensure that they have completed the correct form for their category and included their ARN and name where applicable.

Please be reminded that Special Overseas rates are only available at specific centres, a list of which will be included with the relevant form. Students are only entitled to two attempts at each subject at the reduced rate and any further attempts will be charged at the full rate.

Exam Counselling Sessions following April 2008 Examination Results

The deadline to apply for Examination Counselling for those students who need assistance with September 2008 exams is 28 July 2008.

Application forms can be obtained from our web site at:

http://www.actuaries.org.uk/students/exams/after_exams/exam_counselling

For further information contact us via: examcounselling@actuaries.org.uk.

Syllabuses and Core Reading

The Syllabuses and Core Reading for the 2009 examinations are now available. Documents detailing changes to the Syllabuses and Core Reading for the 2009 examinations are available on the website at http://www.actuaries.org.uk/students/syllabus/changes_2009/.

Full copies of the Core Reading can be obtained from the Publications Department, e-mail: publications@actuaries.org.uk. This is the material the examiners use to set the 2009 examination papers and it is your responsibility to ensure that you are familiar with the material and in particular any changes from the 2008 material.