



Institute
and Faculty
of Actuaries

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Board of Examiners: Role of Deputy Chair (PDR)

Background

The Institute and Faculty of Actuaries (IFoA) has over 27,000 members worldwide and provides a qualification structure that is integrated with regulatory oversight to create a holistic approach for members and their employers that is effective on a global basis.

As part of the IFoA's Education Strategy, the Board of Examiners is responsible for the standards which ensure that actuarial qualifications are recognised as best in class. The Board of Examiners is responsible for both the Fellowship of IFoA and also the Certified Actuarial Analyst qualification. The main responsibility of the Board of Examiners is to set and, where appropriate, subsequently mark the various types of assessment used, to agree the pass list and to prepare a report on the results. Operational delivery of the exams is the responsibility of the Registrar and the Director of Education is responsible for the strategic direction and academic standards.

The IFoA is now seeking to appoint a Deputy Chair of this important board. The appointment falls within the IFoA's [Professional Development and Responsibility \(PDR\)](#) and as such an annual fee will be paid to the post-holder in return for this service. Please note that post-holders will be accountable for any personal tax liability, ensuring compliance with the relevant tax requirements of their own country and/or jurisdiction.

“Task” and “Person” Specification:

“Task” Specification

The main responsibility of the Board of Examiners is to set and, where appropriate, subsequently mark all forms of assessment used for the Certified Actuarial Analyst, the Associate and Fellow of the IFoA examinations; to agree the pass list and to prepare a report on the results. The Board will also assist with the review of the syllabuses and Core Reading from time to time and with the preparation of specimen papers and solutions as required.

In order to achieve this, the Deputy Chair should understand the importance of setting and maintaining standards and how this can be achieved.

At each level of the qualification (Certified Actuarial Analyst; Associate; Fellow) the Deputy Chair will divide the subjects/modules equally between them and the Chair of the Board of Examiners. The Deputy Chair will take particular responsibility for the subjects/modules agreed. The primary responsibilities of the role are:

- to ensure that the examinations and other assessments are carried out within the Examination Regulations and following the procedures set out in the Examiners' Handbook
- to work with the Principal Examiners and exam teams for each subject to ensure that standards set by the Education Board are achieved and maintained
- to ensure continuity of standards over time and particularly across the subjects for which they are responsible

- to attend in person and chair the examination scrutiny meetings for subjects for which they are responsible
- to sign off all appeals for subjects for which they are responsible and in particular to review the rationale for allowing any appeals, reporting the circumstances to the Education Committee.
- to provide advice and assistance as required by Principal Examiners and other members of exam teams
- to attend the Student Consultative Committees and annual accredited university program review meetings (either the Chair or the Deputy Chair of the Board of Examiners will undertake these tasks)
- to serve as an *ex officio* member of the Education Committee.
- to ensure the Board of Examiners operates within the values and the guiding principles set out in the IFoA's Governance Manual and Volunteer Induction Pack (VIP)

Reporting:

The Deputy Chair of the Board of Examiners will report to the Chair of the Education Board

Tenure

- the appointment will commence from the start of the new Sessional Year
- the appointment is for two years, and thereafter the incumbent is normally expected to progress to serve a further two years as Chair of the Board of Examiners. However, the transition to Chair is not automatic and will require the approval of the Education Board at the time.

Time commitment

The time commitment for the role is significant and is approximately 140 hours a year.

About half of this time commitment relates to attendance at examination scrutiny meetings in the period September to November each year. Attendance in person at meetings is normally required. These meetings are usually held in London. The balance of the commitment is more evenly spread throughout the year and includes both meetings and other activities as set out above.

Attendance at meetings other than scrutiny and Board of Examiners meetings can be in person or by conference call.

“Person” Specification

The incoming Deputy Chair will be selected by the current Chair of the Board of Examiners and the Chair of the Education Board together with the Director of Education and the Head of Learning and Assessment, and approval will be required by the Education Board.

Candidates will ideally:

- be a Fellow of the IFoA with significant experience in maintaining examination standards either within the IFoA or within an actuarial department in an academic environment
- have a proven track record of participating in and supporting professional examination processes
- have experience of chairing a committee, sub-committee, working party or other group and have a good understanding of the education strategy of the IFoA
- be able to ensure the Terms of Reference are at the focus of activities and that the Board is supporting the IFoA's education strategy
- have a broad understanding of education requirements in the wider context of the profession

- be able to identify emerging issues affecting the standards and the examination system as these arise
- understand the roles of the executive staff and be able to work well with them
- to ensure board members understand their remit and feel confident in their ability to meet deadlines
- provide support to board members to ensure they enjoy their involvement
- have a desire to foster a sense of community amongst all board members and the Executive staff and to explore and develop best practice
- be willing to seek feedback/input from colleagues and peers in relation to areas of improvement in the influence and contribution of the Board.

In return, the volunteer will:

- be able to influence and contribute to the success of the education of actuaries and actuarial analysts of the future
- be provided with excellent professional support and assistance during their tenure on the committee
- develop an effective network of contacts across the industry
- receive an annual fee for this service, in line with the IFoA's Professional Development and Responsibility (PDR) roles.

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