



Institute  
and Faculty  
of Actuaries

## Institute and Faculty of Actuaries

### Curriculum 2019 - Chief Examiner (PDR)

The Institute and Faculty of Actuaries' (IFoA's) Engagement and Learning Directorate is seeking to appoint suitably qualified individuals into the role of Chief Examiner for a selection of subjects. This opportunity is open for all, regardless of their location, subject to meeting the requirements set out below.

#### Subjects sought

- Health and Care Principles - SP1
- Pensions and other Benefits Principles - SP4
- Pensions and other Benefits Advanced - SA4

This is a new role for Curriculum 2019 appointed by the IFoA to help maintain the education and qualification standards of the IFoA. This is a senior appointment and applicants must be able to show interest in and understanding of examination processes and procedures.

### “Person” and “Task” Specification:

#### “Person” Specification

As the Chief Examiner you must be able to demonstrate:

- in depth, up to date practitioner knowledge related to the subject areas that the assessments cover
- experience and thorough knowledge of relevant exam setting and marking processes either within the IFoA or relevant setting such as another professional body or university
- leadership and team management skills
- accurate proof reading skills and attention to detail
- strong communication skills
- good time management
- an ability to meet deadlines
- familiarity with IT systems.

#### “Task” Specification

The main requirements of the Chief Examiner are to help maintain the examinations' and ethical standards of the IFoA and to:

- work closely with the Module Lead to ensure that the subject syllabus and Core Reading are kept up to day
- discuss and agree to a timetable for submission of exam materials (three exam papers, associated marking schedules identifying minimally competency standard, and exam plans) as initially prepared by the Assessment team and ensure that the timetable is adhered to
- provide written sign-off, following discussion with the appropriate Education Actuary, confirming that procedures have been followed, technical content has been proof read and agreed and that each paper's marking schedules and exam plans are complete

- discuss and agree to a detailed timetable for marking, as initially prepared by the Assessment team and ensure the timetable is adhered to
- attend and where necessary lead a number of meetings required to ensure standards of the IFoA assessments are maintained. This will include but is not limited to module team meetings, exam paper scrutiny meetings, exam marking meetings, Board of Examiners meeting and the annual meeting day
- ensure that following double blind marking, full consideration is given to marks awarded as per IFoA guidelines
- ensure that standards are maintained between consecutive exam sessions and between years, particularly where different Examiners and Assistant Examiners are marking each session
- submit exam results and exam board statistics by the required deadline on documentation provided by the Assessment team on the spreadsheet
- sign off the pass lists by the required deadline
- provide an examiners report on the assessment and candidate performance which is intended to provide guidance to students studying the subject by the required deadline
- work closely with the Quality and Assessment teams to recruit and increase the number of markers assigned to the subject
- support the Quality and Assessment teams in the development of the markers by monitoring consistency and standards of marking along with providing feedback on the quality of markers assigned to subject
- consider appeal cases where necessary and prepare required reports.

## Support

This role will be key within the Module team and support will be provided by the Module Lead. Administrative support for the role will be provided by the Assessment team and a handbook will be provided containing full details of the role and responsibilities. An Education Actuary is allocated to the subject to provide support on educational aspects of the subject and ensure consistency of standards with other IFoA subjects.

## Tenure

The length of the appointment will last three years (36 months) commencing 1 January 2018 and will expire on 31 December 2020. The tenure may be extended for a further three years maximum if both parties conclude the extension of appointment is mutually beneficial.

The IFoA will also consider alternative tenure lengths with individuals. These arrangements can be discussed on a case-by-case basis during the application process.

## Time commitment

**Syllabus and core reading development:** The syllabus has to be agreed by the 31 March and the Core Reading by 31 May each year for the following year. Allow four hours for attendance at the module team meeting and a minimum of four hours for editing and reading the syllabus and appropriate core reading units.

**Exam setting:** The main formal activity takes place from September – January, although allocation to the Examiners of question requirements should take place in May/June to allow first drafts to be prepared and reviewed before September. There will be approximately three meetings plus individual time to work on the papers as required by the drafting process. Allow a minimum of 50 hours over this period of time for this activity.

**Exam marking:** Twice a year, April – June and September – November. As the Chief Examiner you will:

- choose the five to 10 test batch scripts – allow a minimum of two hours to choose these. Ideally the scripts chosen should be from a range of good/bad/borderline
- chair the marking meeting which should take place no later than seven working days following the exam – allow approximately four hours for this meeting plus approximately eight hours of preparation
- be available for third marking – allow approximately 30–40 minutes per script

- ensure that the results are sent to the Assessment team in accordance with the timetable set – allow a minimum of five hours to prepare these
- prepare reports in advance of the Board of Examiners meeting and attend the meeting before the release of the results – allow four hours for the report preparation and half a day to attend the meeting
- prepare the Examiners' report to be published on the website - allow four hours
- complete all administration tasks linked to the fee payments for markers and Examiners – allow eight hours.

**In return, the volunteers will receive:**

- confidence in the exam process and feel that they are part of the team contributing to the development of future actuaries
- personal development in the education area
- an in-depth understanding of the qualification process
- networking opportunities with other examiners

**Claiming CPD**

If you intend to use the time spent on this activity when recording your CPD, remember it must be relevant to your work or role and address a personal development need. You should record an appropriate learning outcome. This is in accordance with the [CPD Scheme](#).

**This is a PDR role and a fee will be paid.**

Professional Development and Responsibility (PDR): In addition to the traditional volunteer roles and tasks which our members undertake each year, there are also a number of other opportunities whereby members can offer to provide “paid” support for a fixed service. These opportunities are not by definition, “volunteering” roles. However, we recognise that the fee paid is nominal and we, as a profession, are therefore extremely grateful to, and reliant on, those members who provide this service to enhance and develop our profession.

**November 2017**