



Institute  
and Faculty  
of Actuaries

## Institute and Faculty of Actuaries

### Exam Counsellor – (PDR)

#### For subjects:

- **ST9 Enterprise Risk Management (Specialist Technical)**
- **SA2 Life Insurance (Specialist Application)**

The Institute and Faculty of Actuaries (IFoA) Education Directorate is seeking to hear from Fellows who would like to be considered for the role of Exam Counsellor. This opportunity is applicable to all suitably qualified Fellows, regardless of their location. We are particularly interested to hear from our suitably qualified overseas members.

#### The Role

Exam Counsellors are appointed by the IFoA to help students understand and improve their performance in a particular examination subject.

The aim of the exam counselling service is to help students understand:

- reasons why they failed the paper
- how to improve their examination performance in their specific subject
- How to improve their examination technique generally

There are three types of counselling service provided for students:

- meeting – typically 60 -90 minutes
- written report only
- written report with option of a follow-up telephone call

This role involves providing the written report only, although may evolve to include also the report and follow-up phone call applications.

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

##### “Task” Specification

The post-holder will need to be available for exam counselling reports, especially during busy periods: For SA2, and ST9 this would be January, February, July and August. During the year you will be asked to:

- confirm that you can provide support to the Exam Counselling providers and offer available dates
- review student exam scripts and provide the detailed reports using a template
- submit the completed report to the Education Services team in accordance with their guidelines and within the stated deadlines
- agree to hold and treat all communication in a confidential and secure manner.

Later in the tenure you may be asked to follow up with a phone call to the student for whom you have written the report.

## Support

Administrative support for the role will be provided by the Education Services team. A handbook will be provided containing sample reports as a guide and you may also be provided with an example report prepared for that subject by one of the Education Actuaries. Training for this role will be provided. You will first be asked to complete a sample report, and will then discuss your attempt with an Education Actuary.

## Tenure

The role is for a term of two years, renewable for a period of up to six years.

## Time Commitment

The timings below are given as a guide and will vary according to experience:

- allow 2 hours preparation time per report
- allow two hours to type and proof read the report
- you should also allocate time up to 8 hours to familiarise yourself with the subject paper and examiner's report each time that you are requested to undertake exam counselling
- particularly for ST9, you may also need to review the ST9 textbooks and Core Reading to remind yourself of its content, particularly in the areas covered by that exam paper.

## “Person” Specification

Exam counsellors must be a Fellow of the IFoA and demonstrate:

- a thorough in depth knowledge of the subject areas for which they will be providing exam counselling
- accurate proof-reading skills and attention to detail
- strong communication skills
- good time management
- an ability to identify shortfalls in both the accuracy of a student's answer and the exam techniques that the student has demonstrated
- an ability to provide constructive advice which is specific to that student and will enable them to improve for the future attempt.

Previous exam experience will assist in this role but it is not a mandatory requirement. Geographic location is not an issue. Ideally you should hold a pass in subjects that you would like to act as an Exam Counsellor in.

**This is one of the IFoA's PDR roles and as such 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 2015**