



Institute  
and Faculty  
of Actuaries

## Institute and Faculty of Actuaries

### Exam Counsellor – (PDR)

#### For subject CA2 Model Documentation, Analysis and Reporting

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

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

##### “Task” Specification

The post-holder will need to be available to write exam counselling reports, especially during busy periods. The busiest periods for CA2 would normally be: June, July, September, October, November, January, March, and April. These timings will vary as the scheduling of the CA2 exam changes in 2017.

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 reports to the Education Services team in accordance with their guidelines and within the stated deadlines
- 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
- agree to hold and treat all communication in a confidential and secure manner.

##### 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 receive feedback from an Education Actuary. An Education Actuary will also be available should you wish to discuss specific aspects of counselling.

### **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 two hours preparation time per report
- allow two hours to type and proof read the report
- you should also allocate up to 8 hours to familiarise yourself with the subject's paper and the examiners' report each time that you are requested to undertake exam counselling. For this reason, you may want to express a preference for a number of applications from the same exam, although allocations cannot be guaranteed.

### **“Person” Specification**

An Exam Counsellor 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 their future attempt.

Previous exam marking 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 CA2.

### **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.

**December 2015**