



## The Institute and Faculty of Actuaries

### Guinea Pig 2 (GP2) (PDR)

The Institute and Faculty of Actuaries is seeking the support of qualified members who are willing to provide support to the exam review process by becoming Guinea Pig 2s (GP2s).

GP2s provide assistance during the later stages of the process. They are involved in checking the near final draft of the exam materials. The GP2 is not required to work through the paper under exam conditions or to review it without the benefit of the marking schedule. This task can be carried out from any location.

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

#### “Task” Specification

##### The Role

GP2s are a vital part of the examination process and will work closely with the Principal Examiner and the exam setting team.

##### The Key Tasks

1. prepare for undertaking the role by familiarising yourself with all reference material provided in the Resource Guide and the syllabus
2. proofreading the near final draft of the exam and marking schedule, checking, in particular that:
  - a. there are no ambiguities or inaccurate statements
  - b. the questions set can be answered
  - c. that, other than the specialist Application subjects, the questions are not set in any specific UK legislative or regulatory context
  - d. points made on the marking schedule are valid and are also answers to the questions set
  - e. there are no typographical errors in the questions.
3. be available for and actively participate in all scheduled meetings and conference calls
4. meet all deadlines set in relation to the exam development activities.

##### Support

- Guinea Pigs are supported by the Principal Examiner and will receive guidance from them in the first instance
- sufficient reference materials will be provided so that the Guinea Pig can prepare to undertake the role
- a check list of tasks to be completed will be provided.

## **Time Commitment**

- GP2s will need to be available November and December to undertake the role
- GP2s will need to allocate time to prepare and this will vary depending on how much knowledge they have of the subject they are checking
- an estimate of around 3-5 hours in total for proofreading the paper
- allow at least 8 hours in total for calls and meetings
- a minimum period which includes one weekend is given to complete the task.

## **Tenure**

This is a one year appointment.

## **“Person” Specification**

**The GP2 will be someone who:**

- is a Fellow of the Institute and Faculty of Actuaries who has qualified within the last three years
- is a specialist in the subject area that they wish to be considered for
- if offering to undertake the role for either ST9 or ST6 has passed the examination
- has acted as a Guinea Pig before
- is flexible and able to meet pre-set deadlines.

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

- a small fee payment on satisfactory completion of the role
- there may be opportunities to claim CPD, if applicable, under the CPD Scheme and a learning outcome can be shown.

**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.

**October 2015**