



Institute
and Faculty
of Actuaries

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Role of Examiner for CA1 Actuarial Risk Management (PDR)

The Institute and Faculty of Actuaries' (IFoAs') Learning and Engagement Directorate is seeking to hear from Fellows who would like to be considered for the role of Examiner for subject CA1 Actuarial Risk Management. This opportunity is suitable for all Fellows, regardless of their location. We are particularly interested to hear from our suitably qualified overseas members

Examiners are appointed by the IFoA to help maintain the standards of the IFoA.

“Task” and “Person” Specification:

“Task” Specification

The requirements for this role are to:

- help set up to a maximum of three exams (6 papers) each year in the agreed subject
- work as a team on the papers under the direction of the Principal Examiner for the subject
- help produce agreed marking schedules (which include the solutions and the allocation of marks) and exam plans for each of the exam papers
- amend exam materials (papers, marking schedules and exam plans), in the light of comments during the scrutiny process
- keep aware of the current syllabus and Core Reading in each subject
- contribute, if required, to the annual review of the syllabus and Core Reading for each subject
- attend a marking meeting for the paper with which they are involved
- review the marking schedule in the light of comments received from Assistant Examiners and the Education Actuary
- help third mark borderline scripts
- help agree the pass lists with the Principal Examiner for the subject
- adhere to agreed time schedules for all parts of the exam process
- assist, if required, with the consideration of appeal cases and prepare required reports
- attend the annual Examiners training day.

Support

An Education Actuary will support the team. Administrative support for the role will be provided by the Logistics team and a handbook will be provided containing full details of the role and responsibilities.

Tenure

This appointment is subject to annual review but tenure can be up to a maximum of six years.

Time Commitment

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.

Exam Marking: Twice a year April – June and September – November. As an Examiner you will:

- attend the marking meeting which takes place seven working days following the exam – allow four hours for the meeting plus eight hours preparation, which will include marking the five test scripts (10 papers)
- be available for third marking – allow 30–40 minutes per script
- ensure that the third marking which is allocated is completed within the deadline

“Person” Specification

As a CA1 Examiner you must also be able to demonstrate:

- an ability to work as part of a team
- an understanding of the IFoA exams / exam background (previous exam marking experience would be desirable)
- attention to detail and proof reading skills
- good time management
- in depth / practitioner knowledge of the subject areas
- your confirmation that you will be able to use a PC or laptop with Windows 7 Microsoft Office 2010 or later.

In return, you will:

- in partnership with the Executive staff contribute to the IFoA's education processes in the preparation and delivery of the exams
- have confidence in the exam process and feel part of the team contributing to the development of future actuaries
- have opportunities for personal development in the education area
- gain an in depth understanding of the qualification process
- have 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.

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