

# **CT, CA, ST and SA Examinations**

## **Instructions for candidates**

**Candidates are advised that in submitting an entry for the exams, they confirm having read and understood the exam regulations and policies.**

Please ensure you read the following instructions before attending your examinations.

### **Photographic identity**

Each student will be required to show a form of photographic identification when appearing for each examination. At the start of the examinations your photographic identification must be placed on the examination desks so that it may be checked during the examination by an invigilator. You should therefore ensure that your identification is clearly visible on the desk. The following are acceptable as identification:

- a current passport
- company identification containing photograph
- driving licence containing photograph
- a national identity card containing photograph
- bank card showing photograph

If you do not currently hold one of these forms of identification, then you are expected to obtain one before the date of the exam.

If you fail to produce this proof of identity then your scripts will be marked but the results will not be released until the Profession is satisfied of your identity. This can be done by obtaining and completing a form for verification of identity. This can be obtained from the Exams Team at Napier House. Students will only be allowed one session where photographic identification is not produced and they must complete a verification of identity form.

If you fail to produce some photographic identity on more than one occasion then the Board of Examiners will consider whether or not to mark your script.

### **Conduct of the examination**

Candidates should be seated 10 minutes before the start of each paper at the correct desk according to the number printed on their attendance permit (this usually applies to larger centres only, otherwise the invigilator will direct you to your desk).

Please ensure that you bring your attendance permit to each examination and leave it on your desk for the invigilator to check.

During the 10 minutes before the start of the examinations candidates should read the instructions on the both the answer booklet and examination paper. Also in this time they must ensure the boxes of the front cover of the booklet are complete with the necessary details as follows:

- You must write your name and signature in the top right corner of the booklet then moisten and seal the fold over place to preserve your anonymity from the markers.
- You must ensure you have completed the full candidate number in the box in the top left corner of the booklet. The candidate number is shown on your attendance permit (if you do not have your candidate number, this can be obtained from the candidate check list which the supervisor holds).
- The section below is to show your Actuarial Reference Number, the subject you are sitting and the date of the examination. Candidates sitting CA1 must also indicate whether they are writing either Paper 1 or Paper 2 next to the subject.
- If these details are not completed in full we will be unable to mark your paper. There will be no time allowed at the end of the examination to complete the front of the booklet.
- Candidates are asked not to deface their examination booklets with any notes, messages or pictures that are not relevant to their exam attempt or marking.

Pencil should not be used to write answers that are to be marked in the answer booklet.

Candidates must begin their answers to each question on a new sheet unless instructed to do otherwise on the front of the question paper. Only the right hand sheets of the answer booklet may be used for writing answers.

Candidates may not smoke in the examination room. Sweets and drinks are allowed but for the consideration of other candidates please do not eat anything that will cause disturbance.

No talking is allowed once the examination has commenced and the invigilator must not be asked their opinion on any of the questions.

**Candidates must stop writing at the end of the examination when told to do so. Any candidate who continues to write will be notified to the Board of Examiners.**

Candidates should remain in the examination room until all scripts have been collected.

## **Attendance**

Candidates will not be allowed into the examination room after the first half hour has elapsed unless they have been delayed due to exceptional circumstances.

Candidates may not leave the examination room until after the first half hour of the time available for writing answers has elapsed. If they wish to leave they must hand their answer booklet to the invigilator as proof of attendance, along with the examination paper. **You should note that if you attend the examination your script will be handed in to be marked, regardless of how much you write. You cannot ask for the script not to be submitted.** If you leave the exam early please leave the room quietly as so not to disturb the other candidates.

**Candidates who were absent from the first CA1 paper for any reason are not permitted to sit the second CA1 paper as this is treated as one exam overall.**

No candidate may leave the examination room temporarily without the permission of the invigilator.

**Any candidate not attending the examination will be marked as absent and this will not count as an attempt.**

Should you be unable to attend your examination there is no need for you to inform either the centre or the Exams Team. Any absences will be recorded as such and not counted as an attempt. Any candidate who is ill at the time of the examination and feels their performance has been affected by this must advise the Exams Team at Napier House in writing, accompanied by a doctor's certificate within three weeks of the exams. This will be forwarded to the Board of Examiners to take into consideration.

## **Examination times**

CT subject candidates will have 10 minutes to read instructions and then 3 hours in which to complete each paper.

CA1, ST and SA subjects candidates will have 10 minutes to read instructions, then 15 minutes in which they can read the question paper, make notes and highlight questions. They must not open the answer booklet and start writing their answers in this time, after which they have 3 hours in which to complete the paper. Any candidate writing in the answer booklet before being told to do so will be notified to the Board of Examiners.

## **Examination stationery**

Candidates will be issued with the following stationery:

- Answer booklet
- Scrap paper on which to make notes
- Formulae and Tables (2002)
- Graph paper, where required
- Treasury tag for securing continuation sheets

Continuation sheets will not be given out unless requested by the candidate. These sheets cannot be given out until the examination has commenced. If further paper is required only continuation paper must be used and not another booklet.

Pages must not be torn out of the booklet to be used as scrap paper.

**Candidates must not bring into the examination room their own notes or books, they must leave their bags and coats away from their desks at the sides of the examination room. The Institute and Faculty of Actuaries bears no responsibility for loss or theft of possessions whilst examinations are being taken at the examination centres.**

**Mobile telephones must be switched off and kept away from the desks.**

No stationery whatsoever must be taken from the examination room.

## Electronic calculators

With effect from September 2011 invigilators will make an announcement at the start of each exam about calculators. At this time students will be given the opportunity to hand in any "illegal" calculators. **Students who are then found to be using a calculator not on the approved list will be given a mark of zero.** There will be no exceptions granted to this policy.

Candidates may use electronic calculators in all the examinations subject to the following conditions:

- Candidates must provide their own calculators
- Under no circumstances should hand-held personal computers, of any description, be taken into the examination room
- Calculators must be silent, have visual display only and be battery or solar operated
- Any stored data and / or stored program facilities must be cleared before the calculator is taken into the examination room
- Candidates are advised that in all calculations intermediate results should normally be shown to gain full marks

The following calculators ONLY are permitted:

- Casio FX82 (with or without any suffix)
- Casio FX83 (with or without any suffix)
- Casio FX85 (with or without any suffix)
- Sharp EL531 (with or without any suffix)
- Texas Instruments BA II Plus (with or without any suffix)
- Texas Instruments TI-30 (with or without any suffix)

The list of permitted calculators will be reviewed each year by the Education Committee. Student comments are considered and should be forwarded to the Exams Team for submission.

Calculators which have been discontinued by the manufacturer, or which the Education Committee has decided to remove for any reason, will remain on the list for one year to give students time to become familiar with an alternative.

Candidates are advised that invigilators will be asked to report the use of calculators not on the permitted list and the Board of Examiners will decide how to treat such cases at the results meetings.

No extra time will be allowed for candidates who do not use calculators or whose calculators break down in the course of the examination. Exam supervisors will not have extra batteries or calculators.

Copies of actuarial tables including a list of standard formulae will be available to candidates in the examination room. The use of slide rules is permitted.

Candidates may not use their own books or notes during the examination.

A number of calculators are returned to us as lost property from the examination centres after each session. Students are advised to label their calculators with their name and/or ARN so that these may be returned.

## **Question papers**

Question papers must be handed back to the invigilator at the end of the examination. Candidates are not permitted to take them out of the examination room for security reasons.

Question papers are posted on the website shortly after the end of the examination period.

## **Interruptions to the examinations**

Candidates should be aware that perfect examination conditions cannot be guaranteed, for example we have no influence over external noise.

If any interruption occurs during the examination candidates must continue to write their answers, all incidents are notified on a report by the invigilator, which is forwarded to the Board of Examiners. If concerned you should follow this up with the Exams Team to ensure that the incident has been reported as it cannot be taken into account after results are published.

Any prolonged interruption e.g. fire alarm or security alert which causes the examination to be stopped will again be notified to the Board of Examiners. Should you be instructed to leave the room you must leave your question paper and answer booklet on the desk and not speak to anyone outside the examination room. Please indicate by drawing a line at the question you were answering when you left the room. As soon as you are able to re-enter the examination room you should continue answering the questions. Extra time will be given to accommodate the time lost if appropriate. If too much time has been lost, e.g. more than an hour, the invigilator will collect scripts and examination papers and the scripts will be marked on the answers made in the time available taking into account the incident that interrupted the examination.

At the end of the examination you will find there are comments forms to complete if you wish to register any problems. The form can also be downloaded from the website, [www.actuaries.org.uk/students/after-exams](http://www.actuaries.org.uk/students/after-exams) .

Candidates should be aware of security at all times and not leave bags unattended outside of the examination room and ensure they have their attendance permits with them on entering the examination room.