



Institute  
and Faculty  
of Actuaries

## The Institute and Faculty of Actuaries

### Role of Assistant Examiner (PDR)

The Institute and Faculty of Actuaries' (IFoA's) Engagement and Learning Directorate is seeking to hear from Fellows or suitably qualified academics (for certain subjects) who would like to be considered to join a bank of Assistant Examiners for future sessions. This opportunity is open for all, regardless of location, subject to meeting the requirements set out below.

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

#### “Person” Specification

As an Assistant Examiner you must be able to demonstrate:

- in depth, up to date practitioner knowledge related to the subject areas that the assessment cover. Experience as a Guinea Pig for the subject will also be taken into consideration
- excellent time management and experience of working to tight deadlines
- ability to review and comment on documentation
- excel knowledge
- be able to work collaboratively as part of a team
- attention to detail
- familiarity with IT systems and access to their own PC or laptop with Windows 7 Microsoft Office 2010 or later. You may use a company computer providing you keep to the guidelines.

Previous exam marking experience would be desirable.

#### “Task” Specification

##### The key tasks:

The requirements of the Assistant Examiner are to help to maintain the examinations' and ethical standards of the IFoA and to:

##### 1) Test Batch Exercise and Marking Meeting

Within five to ten days of the exam taking place a marking meeting is held. This exercise will form the basis of the decision by the Principle Examiner as to whether you can be appointed to mark or you will require further training. The assistant examiner must attend the meeting, which take place twice a year, ideally in person. However, if located overseas or unable to attend, the assistant examiner can join the meeting by conference call. The test batch exercise involves the following:

- marking five to ten sample scripts using a draft of the electronic marking spreadsheet and upload completed spreadsheets to the marking platform, in advance of the meeting
- taking part in the meeting or conference call with the examining team to discuss marking consistency. Typically three hours (10.00 - 13.00 or 14.00 – 17.00 UK time), held normally in central London.

##### 2) Exam Marking

- prepare thoroughly for the exam ensuring that you are familiar with the current exam structure and latest core reading, which will be made available

- mark the assigned exam papers provided to ensure that the results are delivered on time
- use a bespoke excel based electronic marking spreadsheet to input the individual marks awarded to candidates
- be available to discuss the marking, particularly any borderline cases, with the Examiners or Principal Examiner, and remark any scripts/questions highlighted by the Principal Examiner, the Lead Examiner or the Quality and Assessment team, as necessary.

## Support

Administrative support for the role will be provided by the Assessment Team, and a handbook will be provided containing full details of the role and responsibilities.

## Tenure

The Assistant Examiner role duration is normally for one 'exam year' and will concluded on 31 December 2018.

You will receive a confidentiality agreement and letter of engagement which should be returned prior to any marking being undertaken.

The IFoA will also consider alternative tenure lengths with individuals. These arrangements can be discussed on a case-by-case basis during the application process.

## Time commitment

**Item 1, Test Batch Marking:** allow marking time plus three hours per meeting. Test batch meetings will usually take place five to seven working days following the exam being sat. Dates will be advised before appointment.

**Item 2, Exam marking:** marking times may vary depending on the experience of the assistant examiner and level of familiarity with the exam, but assistant examiners should initially plan their time commitments to allow 30 - 40 minutes per script. You will be set a marking deadline by the Assessment team; usually you will be given three weeks to complete your allocated marking. The main marking for the April session takes place April / May and for the September session usually September / October.

## In return for being a part of the exam marking team the PDR supporters will:

- in partnership with the Executive Staff contribute to the IFoA's assessment processes in the marking of the examinations
- 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 and AE's will be officially classified as 'Self-Employed Contractors'.

Mutually agreed services will be outlined in a 'schedule of services' which will be provided on successful appointment. On successful completion of services, you will be required to submit an invoice to the IFoA, which the IFoA will provide, and which will be processed by a member of the Assessment team.

**February 2018**