



Institute
and Faculty
of Actuaries

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Role of Assistant Examiner (PDR)

The Institute and Faculty of Actuaries' (IFoA's) Engagement and Learning Directorate is seeking to hear from Fellows who would like to be considered to join a bank of Assistant Examiners for future sessions.

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

This opportunity is suitable for all Fellows, or suitably qualified academics. We are interested to hear from members based around the globe. This task can be carried out from any location.

“Person” and “Task” Specification:

“Person” Specification

Ideally these Fellows should have:

- A thorough knowledge of the exam syllabus they wish to mark
- 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
- Access to their own PC or laptop with Windows 7 Microsoft Office 2010 or later. You may use a company computer so long as you keep to our guidelines.

Previous exam marking experience would be desirable.

“Task” Specification

The key tasks:

1) Exam Marking

The Assistant Examiner's role is to:

- Prepare thoroughly for the exam ensuring that you are familiar with the current general exam structure and latest core reading, which will be made available
- Mark the assigned exam papers to the deadlines provided
- Use a bespoke excel based electronic marking spreadsheet for which training will be provided
- Work within fixed deadlines to ensure that the results are delivered on time
- Be available to discuss the marking, particularly any borderline cases, with the Examiners or Principal Examiner, as necessary
- Provide high level commentary on the general candidate performance on the paper and individual questions.

2) Test Batch Exercise and Marking Meeting

Within five to ten days of the exam taking place a marking meeting is held. The assistant examiner must attend this meeting, 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 sample scripts using a draft of the electronic marking spreadsheet and return completed spreadsheets and comments to the Principal Examiner in advance of the meeting.
- Take 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 in central London.

Support

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.

There will be a sample marking exercise to undertake in advance of being allocated to a marking team. This exercise will form the basis of the decision by the Principal Examiner as to whether you can be appointed to the marking team, or you will require further training.

Tenure

The Assistant Examiner role duration is normally for one “exam year”, renewable at the discretion of the Principal Examiner.

Time commitment

Item 1, 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 Principal Examiner; usually you will have four to six 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.

Item 2, 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.

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 education processes in the marking 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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