



Institute  
and Faculty  
of Actuaries

## The Institute and Faculty of Actuaries

### Role of Assistant Examiner (Paid role)

The Institute and Faculty of Actuaries' (IFoA's) Engagement and Learning Directorate is seeking to hear from Fellows and suitably qualified academics 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 they 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

##### 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 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 Assessment 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 for the September 2018 session only however other opportunities to join the Curriculum 19 teams will be available.

## **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, 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 remunerated role and a fee will be paid**

Mutually agreed services will be outlined in a 'Schedule of services' which will be provided to you on successful appointment. On successful completion of the services, you will be required to submit an invoice to the IFoA. The IFoA will provide you with a template invoice to use, and this invoice will be processed by a member of the IFoA's Education Services team. If you wish to view the 'Schedule of

services' and the applicable terms and conditions, prior to expressing interest in this role, please contact the Quality team. Please note that this role is classified as a 'Self-Employed Contractor'. Please also note that every individual who supports the IFoA, be that as a volunteer (member or non member), or in any other role, including as a self-employed contactor, works in partnership with the IFoA Executive staff to deliver our strategy and Royal Charter, in line with our values. We are extremely grateful to all who form part of this delivery team, collectively known as our volunteers and as such you will have access to volunteer resources, updates and communications in general. We hope that you find this helpful and valuable to you when delivering your role.

**August 2018**