



The Institute and Faculty of Actuaries

Multiple Choice Question Writers (Question Setter) - Certified Actuarial Analyst (CAA Global) (paid role)

Module 0 — Entry Test

Module 1 — Finance and Financial Mathematics

Overview

The CAA Global exams for Modules 0 - 4 have been developed in conjunction with Pearson VUE, a leading provider of Computer-Based Assessments world-wide. The exams consist of multiple choice questions which have been prepared by a team of question setters. During development these questions undergo a two stage review process which is carried out by the module's Principal and Assistant Examiner. Item banks are reviewed bi-annually in line with examination sessions.

The Role

This role is appointed by the IFoA, under authority of CAA Global, to maintain the education and qualification standards of the Certified Actuarial Analyst (CAA) modules. Applicants must be able to show interest in education and understanding of the CAA Global curriculum, assessment processes and procedures.

“Person” Specification

As a Question Setter it is a requirement that you are a qualified member of the IFoA and can demonstrate:

- in depth and up to date knowledge of the subject area(s)
- experience or understanding of exam setting and/or item writing for multiple choice style assessments either within the IFoA or relevant setting such as another professional body or university
- good time management skills and an ability to adhere to tight deadlines
- familiarity with IT systems
- team management skills
- strong communication skills.

“Task” Specification

The main requirements of the Module Question Setter are to maintain the standards of CAA Global and to ensure that:

- their knowledge of the CAA module syllabus for which they have been appointed and the relevant Resource Guide is up to date
- they attend all necessary training/workshops identified by the IFoA, planned in partnership with Pearson VUE, in relation to exam/question bank development; and question writing.
- they author an agreed, minimum number of module questions for the question bank, which are accepted by both the Principal Examiner, the Assistant Examiner and Pearson Vue for publication
- they ensure that all questions reflect the overall topic weighting in the module descriptors/syllabus and reflect the level of the module concerned
- when required, they assist in the question review process by authoring new questions for the module question bank

- they meet all deadlines set in relation to the test questions assigned

Time commitment

It is anticipated that the annual question setting process will require:

- question writing and reviewing – 30 hours
- attendance at training events and meetings – six hours

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 Assessment 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.

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