



Institute and Faculty of Actuaries

Assistant Examiner - Certified Actuarial Analyst (CAA Global)

Module being recruited for: **Module 4**

The Role: The Assistant Examiner role is appointed by the IFoA, under authority of CAA Global. Working with and deputising for the Principal Examiner you will ensure that CAA examination(s) maintain and reflect the level and standards of CAA Global.

The 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.

“Task” and “Person” Specification:

“Person” Specification

As Assistant Examiner it is a requirement that you can demonstrate:

- in depth and up to date knowledge of the subject area(s)
- good time management skills and an ability to adhere to tight deadlines
- familiarity with IT systems
- team management skills
- strong communication skills
- an 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.

“Task” Specification

Once appointed, the Assistant Examiner's primary tasks will include:

- supporting the Principal Examiner to ensure the module remains relevant and up-to-date
- working closely with the IFoA and assessment delivery provider (Pearson Vue) in the management and maintenance of question banks and assessment delivery, including but not limited to:
 - technical review of module item contents
 - collaborate with additional subject matter experts in the creation and authoring of new questions (if applicable), ensuring that all exam questions reflect the overall topic weighing in the module descriptors/syllabus and reflect the standard and technical level as set out in the syllabus.
 - proposing new or updating questions on a regular basis as prescribed by Pearson Vue, (typically after each exam session)
 - review the performance of multiple choice questions where necessary suggest improvements to the Principal Examiner as recommended by Pearson Vue Psychometrician
 - confirm to the IFoA Assessment team and Pearson Vue the pass mark for the module for each session of testing

- participate in an annual review of the module syllabus and Resource Guide and support the Principal Examiner in providing recommend to the IFoA Assessment team:
 - any new topics to be added to the module syllabus; the related topic weighting; and the impact the addition has on existing topic weightings
 - any topics to be removed from the module syllabus and the impact this has on remaining topic weightings
- attend all necessary training/workshops identified by the IFoA, planned in partnership with Pearson VUE
- ensure that modules adhere to IFoA regulations, policies and procedures
- attend and where necessary lead a number of meetings required to ensure standards of the CAA assessments are maintained. This will include but is not limited to module team meetings, exam performance meetings, Board of Examiners meeting and an annual Examiner meeting day
- submit exam board statistics by the required deadline on documentation provided by the Assessment team.

Support

The IFoA Assessment team will support you in working with and understanding the assessment test requirements of the third party provider Pearson Vue.

Pearson Vue will provide comprehensive services to support with:

- training and creation of multiple choice questions
- application of angoff rating
- automated marking of multiple choice question assessment tests
- sessional reporting, including results, question performance and improvement recommendations.

Tenure

This appointment is subject to annual review, with an initial tenure of three years.

Time Commitment

It is anticipated that the annual requirement will be as follows:

- question writing and reviewing – 30hs
- exam session preparation – 3hrs
- exam session analysis & administration – 5hrs
- attendance at Board meetings/training events – 9hrs

The appointment is a nominally paid self-employed contractor role. The fee (gross) is payable per annum, plus out of pocket expenses in accordance with the IFoA's volunteer expenses policy. The fee will be discussed with any candidates taken forward to interview.

January 2019