



Institute
and Faculty
of Actuaries

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Non-Actuary Assistant Examiner for CP3 Communication exams (PDR)

The Institute and Faculty of Actuaries (IFoA) is seeking to hear from non-actuaries who would like to be considered for the role of Non-Actuary Assistant Examiner for our CP3 Communications examination. We are seeking to expand the existing team ready for the September 2017 Examinations.

The CP3 Communications exam tests the students' ability to convey actuarial techniques and messages to a non-actuarial audience.

We are interested to hear from applicants around the globe who have communications experience and can demonstrate a thorough knowledge of the communications area.

The CP3 exam will take place twice a year, usually in April and September.

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

“Task” and “Person” Specification:

“Task” Specification

The key tasks, specific to the CP3 Communications Non-Actuary Assistant Examiner per exam are:

1) Exam Marking

For each marking session the Non-Actuary Assistant Examiners have to:

- prepare thoroughly for the exam, ensuring familiarity with the exam material and understanding of the exam assignment
- work within fixed deadlines to ensure that the exam results are delivered on time
- mark allocated exam assignments
- complete an electronic marking spreadsheet (Excel)
- be available to discuss the marking, particularly any borderline cases, with the Examiners or Principal Examiner, as necessary.

2) Test Batch Exercise

Within five to seven days of the examination, the test batch marking exercise takes place; this involves the entire marking team. Assistant Examiners will have to:

- mark up to 10 sample scripts to a given deadline
- take part in a meeting or the conference call with the examining team to discuss marking consistency.

Support

Administrative support for the role will be provided by the IFoA Executive staff. Full support will be given in accessing the electronic marking platform.

Time Commitment and Tenure

First and second marking takes place during the six-week period following the date of the exam. For the September 2017 session the marking will take place between September and October.

Item 1, Exam marking: A minimum marking load is 50 scripts per exam. It is estimated that each script will take approximately 30 minutes to mark.

Item 2, Test Batch Marking: You must be available to participate in the test batch marking exercise in order to undertake the first and second marking of the main exam. The 2017 meeting is scheduled for Wednesday 27 September.

- twice yearly the CP3 Non-Actuary Assistant Examiner will mark up to 10 test student submissions and attend the test batch marking meeting
- allow marking time before the meeting as all scripts and comments must be sent to the Principal Examiner in advance of the meeting
- allow three hours for attendance at each test batch marking meeting.

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

“Person” Specification

The IFoA is seeking to appoint new Non-Actuary Assistant Examiners who can show evidence of:

- a strong communication skills background
- an ability to communicate professionally with a range of audiences
- an ability to review and comment on documentation
- excellent verbal and writing skills with the ability to turn complex messages into clear and concise content
- being qualified to degree level, or equivalent work experience
- knowledge of the Financial Services area (desirable)
- being able to work as part of a team
- being able to work within strict deadlines
- access to IT equipment (laptop or similar).

Previous exam marking experience would be desirable. As part of the appointment process, applicants will be asked to complete a sample marking exercise and to take part in a call about the role.

In return the PDR volunteers will:

- gain skills and experience in the examination area
- work in partnership with the IFoA’s Executive staff to uphold the standards of the IFoA exam qualification process
- be part of the team contributing to the development of future actuaries
- have networking opportunities with other examiners.

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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