



Institute and Faculty of Actuaries

Examiner – Subject ST9 (Enterprise Risk Management) (PDR)

The Institute and Faculty of Actuaries' (IFoA's) Education Directorate is seeking to appoint a Fellow into the role of Examiner for subject ST9 (Enterprise Risk Management).

As an ST9 Examiner it is vital to the maintenance of the IFoA's CERA accreditation that you can demonstrate good knowledge of and ideally hold a practitioner role in Enterprise Risk Management (ERM).

This opportunity is open to all Fellows, regardless of their location, subject to meeting the requirements set out below.

The Role:

Examiners are appointed by the IFoA to help maintain the education and qualification standards of the IFoA. This is a senior appointment and applicants must be able to show interest in and understanding of the IFoA's examination processes and procedures.

ST9 Examiners are also required to support the ST9 Principal Examiner in meeting the requirements necessary to ensure that the IFoA maintains its CERA accreditation.

“Person” and “Task” Specification:

“Person” Specification

As an ST9 Examiner you must also be able to demonstrate:

- in-depth practitioner knowledge of the ERM subject area
- appreciation of the “softer” elements of ERM (e.g. culture) as well as the technical aspects
- team working skills
- accurate proof reading skills and attention to detail
- strong communication skills
- good time management
- knowledge of examination processes.

A CERA qualification is useful, but not a mandatory requirement.

Experience of marking or examining is preferable. Geographic location is not an issue.

“Task” Specification

The main requirements of the ST9 Examiners are to help maintain the examination and ethical standards of the IFoA.

ST9 Examiners also help to ensure that CERA accreditation is retained.

The particular requirements for this role are to:

- help set up to a maximum of three exam papers each year in each subject
- work as a team on the papers under the direction of the Principal Examiner for the subject, in accordance with the strict deadlines which are set
- help produce agreed marking schedules (which include the solutions and the allocation of marks) and exam plans for each of the exam papers
- amend exam materials (papers, marking schedules and exam plans), in the light of comments raised during the scrutiny process
- keep aware of the current syllabus and Core Reading for ST9
- contribute, if required, to the annual review of the ST9 syllabus and Core Reading
- attend a marking meeting for the paper with which they are involved. This meeting can take place face to face, by videoconference, or by teleconference
- review the marking schedule in the light of comments received from Assistant Examiners and the Education Actuary at the marking meeting
- help third mark borderline scripts
- help agree the pass lists with the Principal Examiner for the subject
- adhere to agreed time schedules for all parts of the exam process
- assist, if required, with the consideration of appeal cases and prepare required reports
- attend the annual Examiners' meeting/training day.

In addition, ST9 Examiners must support the ST9 Principal Examiner to:

- ensure that a substantial majority of CERA syllabus objectives are met to the stated depth (as measured by Bloom's taxonomy) in each ST9 exam paper
- ensure that **all** CERA syllabus objectives are met to the stated depth (as measured by Bloom's taxonomy) on a rolling three-year basis.

Support

An Education Actuary will support the team. 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.

Tenure

This appointment is subject to annual review, and is normally for a maximum tenure of six years.

Time Commitment

Exam Setting: The main formal activity takes place from September to January, although allocation to the Examiners of question requirements should take place in May/June to allow first drafts to be prepared and reviewed before September. There will be approximately three meetings plus individual time to work on the papers as required by the drafting process.

Exam Marking: Twice a year, April – June and September – November. As an Examiner you will:

- mark the five test scripts – allow 30-40 minutes per script
- attend the marking meeting seven days following the exam – allow half a day
- be available for third marking – allow 30-40 minutes per script
- provide feedback to the Principal Examiner on the performance of the Assistant Examiners.

You may be required to attend the Board of Examiners meeting before the release of the results – allow half a day.

In return, the volunteer will:

- in partnership with the Executive staff contribute to the IFoA's education processes in the preparation and delivery 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
- have the opportunity to claim CPD for some of the activities associated with this role if they meet the criteria set out in the [current CPD Scheme](#).

This is a [Professional Development and Responsibility \(PDR\) role](#) and a fee will be paid.

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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