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|  | **Online exam incident form****To be used for all online assessments** |
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| *Please complete and return this form to: Online Exam Disruption – Examinations Team, The Institute and Faculty of Actuaries, 1st Floor, Park Central, 40/41 Park End Street, Oxford OX1 1JD, UKEmail:* *examsupport@actuaries.org.uk* |
| **This form is to be used if you consider that your performance in an online assessment was significantly disrupted by circumstances outside of your control e.g. loss of power supply or internet connection.**All reports must be submitted within **7 calendar days** of the assessment date.We will respond to you advising of what action, if any, is considered appropriate within 14 calendar days of receiving your report. |
|  |
| **Personal details** |
| **Name (BLOCK CAPITALS)** |  | **ARN** |  |
| **Email**  |  | **Telephone** |  |
|  |
| **The assessment(s) you consider were affected** |
|  |
| **Subject** | **Date** | **Candidate Number** |
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| **Explanation of the circumstances affecting your exam performance** |
| Please provide a clear and concise explanation of how the circumstances were beyond your control:  |
| Please explain the effect they had on your ability to complete the assessment: |
| Please provide the exact dates and times of the period(s) affecting your performance: |

|  |  |
| --- | --- |
| **Signature** | **Date** |
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