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|  | **Online exam invigilation form**  **To be used for all online assessments where invigilation is required** |

*Please complete and return this form to:*

*Online Exam Invigilation – Examinations Team, The Institute and Faculty of Actuaries, 1st Floor, Park Central, 40/41 Park End Street, Oxford OX1 1JD, UK*

*Email:* [*examsupport@actuaries.org.uk*](mailto:examsupport@actuaries.org.uk)

This form is to be used if a Candidate is planning to sit their online exam where multiple candidates will be present in the same area, which could be at their place of work or another location. They must inform the IFoA Examinations Team by email of this at least 15 working days prior to the exam taking place and the assessment MUST be overseen by an invigilator for the entire examination.

1. An invigilator need not be a Fellow of the Institute but should be in possession of a professional qualification e.g. CIPD, ACCA or a Fellow of another organisation.
2. An invigilator MUST not be a student at the IFoA or be providing educational services to the students.
3. The invigilator must complete the form supplied by the IFoA Examinations Team at least 15 working days before the examination. Failure to do so will result in the exam not being marked. The Examinations Team will send instructions to the invigilator by email.

A separate form should be used for each examination.

During the exam, candidates must not communicate with anyone regarding their online examination.

## Please note - If a single candidate sits at their place of work, they do not require an invigilator

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| Personal details of invigilator | |
| Name in Block Capitals: |  |
| Email Address: |  |
| Professional Qualifications held: |  |

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| Examination: |  |
| Date: |  |
| Location: |  |
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| Names of Students sitting examination | Students ARN | Please tick here if you have a working relationship with this student. |
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