



Institute and Faculty of Actuaries

Principal Examiner Subject ST4/SA4 (Pensions and other benefits) – (PDR) Caretaker Role

The Institute and Faculty of Actuaries' (IFoA's) Engagement and Learning Directorate is seeking to appoint a Fellow into the role of Principal Examiner for subjects ST4 and SA4 – Pensions and other benefits. This role is a caretaker one to cover the marking of the 2018 examinations which will run until 31 December 2018 when the new curriculum is introduced. This opportunity is open for all Fellows, regardless of their location, subject to meeting the requirements set out below.

Principal 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.

Geographic location is not an issue.

“Person” and “Task” Specification:

“Person” Specification

As the ST4 and SA4 Principal Examiner you must be able to demonstrate:

- in depth, up to date practitioner knowledge related to the subject areas that ST4 and SA4 cover
- experience and thorough knowledge of exam marking
- leadership and team management skills
- accurate proof reading skills and attention to detail
- strong communication skills
- good time management.

“Task” Specification

The main requirements of the ST4 and SA4 Principal Examiner are to help maintain the examinations' and ethical standards of the Institute and Faculty of Actuaries and to:

- prepare a detailed timetable for marking, copied to the Assessment team
- ensure that the Examiners, Assistant Examiners and the appropriate Education Actuary attend the marking meetings covering both exam sessions in the year. These meetings can take place face to face, by videoconference or by teleconference
- ensure that at all stages of the marking, timetables set are being adhered to
- follow the procedures agreed by the exam board for marking
- ensure that standards are maintained between consecutive exam session, particularly where different Examiners and Assistant Examiners are marking each session
- submit exam results and subject report on the templates, provided by the Assessment team, by the required deadline
- attend all relevant Board of Examiners meetings
- sign off the pass lists by the required deadline
- submit your Examiners' reports by the required deadline
- consider appeal cases and prepare required reports.

Support

An Education Actuary will support the Principal Examiner. Administrative support for the role will be provided by the Assessment team and a handbook will be provided containing full details of the role and responsibilities.

Tenure

As this is a caretaker role, this position will be until 31 December 2018.

Time commitment

Exam marking: Twice a year, April – June and September – November. As the Principal Examiner you will:

- choose the test batch scripts (minimum of five) – allow two hours to choose these. Ideally the scripts chosen should be from a range of good/bad/borderline
- chair the marking meeting which should take place no later than seven working days following the exam – allow approximately four hours (per paper) for this meeting plus approximately eight hours of preparation time
- be available for third marking – allow approximately 30–40 minutes per script
- ensure that the results are sent to the Assessment team in accordance with the timetable set – allow eight hours
- prepare reports in advance of the Board of Examiners meeting and attend the meeting before the release of the results – allow four hours for the report preparation and half a day to attend the meeting
- prepare the Examiners' report to be published on the website, to assist candidates in future examinations
- complete all administration tasks linked to the fee payments for Assistant Examiners and Examiners – allow eight hours.

In return, the volunteers will receive:

- confidence in the exam process and feel that they are part of the team contributing to the development of future actuaries
- personal development in the education area
- an in-depth understanding of the qualification process
- networking opportunities with other examiners.

Claiming CPD

If you intend to use the time spent on this activity when recording your CPD, remember it must be relevant to your work or role and address a personal development need. You should record an appropriate learning outcome. This is in accordance with the [CPD Scheme](#).

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.

October 2017