



Institute
and Faculty
of Actuaries

COVID-19 – Appendix to Appeals Policy

December 2020

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In light of COVID-19, the Institute and Faculty of Actuaries' aim is to support our candidates as best as we can to ensure they are able to maintain progress on their qualifications.

For this reason, in response to the COVID-19 incident, we wish to provide an addition to our appeals policy, for the September 2020 examination session, tailored to address the current situation and any appeal application that may follow.

The grounds for making an appeal stay the same:

- Irregular procedure or improper conduct of an assessment took place. This can include procedures for question setting, marking and results moderation of the examinations. Specific evidence must be provided to support this.
- Extenuating personal circumstances which affected your assessment performance and you could not reasonably disclose under the mitigating circumstances policy. An explanation for earlier non-disclosure is always required

However, the information below must be considered by the candidates when making an appeal:

Applications and supporting evidence
Applications must be submitted within 40 calendar days from the results date with any supporting evidence available at the time.
Guidance on Evidence Required to the appeal in respect of extenuating personal circumstances
Serious illness- candidates may not be able to provide updated medical evidence due to the lack of access to resources from health systems. The IFoA will temporarily consider a self-certificate and a note from the employer (if available) to confirm the situation until the candidate can provide updated evidence (if this is possible). The IFoA will also consider a prescription dated at the time of the examination. Candidates are reminded that they may also provide other relevant information to support their appeals application.
Circumstances in which appeals may not be considered
Candidates who do not feel that they are in a position to sit the assessment at this time because of the general disruption that COVID-19 is causing, should not do so. Appeals received because of general disruption caused by COVID-19 will not be considered.

Applications made on the basis of running out of time while completing and uploading the examination will not be considered. Only proven technical issues will be considered.

For those subjects that have been moved online due to COVID-19, the IFoA has already investigated and taken into account any requirements to include additional time to the examination.



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