



Certified Actuarial Analyst Global

Assistant Examiner - Certified Actuarial Analyst (CAA) Global

Module being recruited for: Module 5 – Models and Audit Trails

The Role: The Assistant Examiner role is appointed by the IFoA, under authority of CAA Global. Working with the Principal Examiner you will ensure that the Module 5 CAA examinations maintain and reflect the level and standards of CAA Global.

This opportunity is suitable for all Certified Actuarial Analysts, IFoA Fellows or Associates, or suitably qualified academics. We are interested to hear from members based around the globe. This task can be carried out from any location.

“Task” and “Person” Specification:

“Person” Specification

As Assistant Examiner it is a requirement that you can demonstrate:

- in depth and up to date knowledge of the subject area and syllabus
- good time management skills and an ability to adhere to tight deadlines
- in depth knowledge of Microsoft Excel
- be able to work collaboratively as part of a team
- access to their own PC or laptop with Windows 7 Microsoft Office 2010 or later. You may use a company computer so long as you keep to our guidelines.

“Task” Specification

The key tasks:

1) Exam Marking

The Assistant Examiner’s role is to:

- prepare thoroughly for the exam ensuring that you are familiar with the current general exam structure and latest core reading, which will be made available
- mark the assigned exam papers to the deadlines provided
- use a bespoke excel based electronic marking spreadsheet for which training will be provided
- work within fixed deadlines to ensure that the results are delivered on time
- be available to discuss the marking, particularly any borderline cases, with the Examiners or Principal Examiner, as necessary.

2) Test Batch Exercise and Marking Meeting

Within five to ten days of the exam taking place a marking meeting is held. The assistant examiner must attend this meeting, ideally in person. However, if located overseas or unable to attend, the

assistant examiner can join the meeting by conference call. The test batch exercise involves the following:

- marking five sample scripts using a draft of the electronic marking spreadsheet and return completed spreadsheets to the Principal Examiner in advance of the meeting
- take part in the meeting or conference call with the examining team to discuss marking consistency. Typically three hours (10.00-13.00 or 14.00 – 17.00 UK time), held in central London.

Support

There will be a sample marking exercise to undertake in advance of being allocated to a marking team. This exercise will form the basis of the decision by the Principal Examiner as to whether you can be appointed to the marking team, or you will require further training.

Administrative support for the role will be provided by the Assessment Team.

Tenure

This appointment is subject to annual review, with an initial tenure of three years.

Time commitment

Item 1, Exam marking: Marking times may vary depending on the experience of the assistant examiner and level of familiarity with the exam, but assistant examiners should initially plan their time commitments to allow 30-40 minutes per script. You will be set a marking deadline by the Principal Examiner; usually you will have four weeks to complete your allocated marking. The main marking for the May session takes place May/June and for the October session usually October/November.

Item 2, Test Batch Marking: Allow marking time plus three hours per meeting. Test batch meetings will usually take place five to seven working days following the exam being sat.

In return for being a part of the exam marking team, supporters will:

- in partnership with the Executive Staff, contribute to the IFoA's education processes in the marking 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.

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 remunerated role and a fee will be paid