



Institute and Faculty of Actuaries

Examiner – Subject ST7/SA3 (General Insurance) – (PDR)

The Institute and Faculty of Actuaries' (IFoA's) Engagement and Lifelong Learning Directorate is seeking to appoint a Fellow into the role of Examiner for subjects ST7/SA3 – ST7 General insurance: reserving and capital modelling/SA3 – General insurance.

The role

Examiners are appointed by the IFoA to help maintain the quality and ethical standards of the Institute and Faculty of Actuaries examinations and qualifications. This is a senior appointment and applicants must be able to show interest in and understanding of the IFoA's examination processes and procedures. This opportunity is open for all Fellows, regardless of their location, subject to meeting the requirements set out below.

Person” and “Task” Specification:

“Person” Specification

As an ST7/SA3 Examiner you must also be able to demonstrate:

- current knowledge of the subject area
- team working skills
- accurate proof reading skills and attention to detail
- strong communication skills
- good time management
- knowledge of examination processes
- confirmation that you will be able to use your 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.

Experience of marking or examining is preferable. Ability to attend meetings in person based in London is preferred, and if this is not feasible then active engagement by phone will be necessary.

“Task” Specification

The main requirements of the ST7/SA3 Examiners are to help maintain the quality and ethical standard of the examinations of the Institute and Faculty of Actuaries. The role has several key areas. The tasks assigned to these areas are as follows:

Exam setting:

- help set up to a maximum of three exam papers each year in each subject
- keep aware of the current syllabus and Core Reading for ST7/SA3
- work as a team on the papers under the direction of the Principal Examiner for the subject, in accordance with the strict deadlines which are set
- help produce agreed marking schedules (which include the solutions and the allocation of marks) and exam plans for each of the exam papers

- amend exam materials (papers, marking schedules and exam plans), in the light of comments raised during the scrutiny process
- adhere to agreed time schedules for all parts of the exam setting process.

Exam marking:

- attend the test batch marking meeting
- following the test batch meeting, review the marking schedule in the light of comments received from Assistant Examiners and the Education Actuary
- help third mark borderline scripts
- help agree the pass lists with the Principal Examiner for the subject.

It is possible to set without marking if preferred, and those without prior experience of 1st/2nd marking would be asked to do a setting cycle prior to getting involved in the marking element.

Ad-hoc:

- contribute, if required, to the annual review of the ST7/SA3 syllabus and Core Reading
- assist, if required, with the consideration of appeal cases and prepare required reports
- attend the annual Examiners' meeting/training day.

Support

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

Tenure

This appointment is subject to annual review.

Time commitment

Exam setting: the main formal activity takes place from September to January, although allocation to the Examiners of question requirements should take place in May/June to allow first drafts to be prepared and reviewed before September. There will be approximately three meetings plus individual time to work on the papers as required by the drafting process.

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

- mark between seven to 10 test scripts – allow 30-40 minutes per script
- attend the marking meeting held within seven days of the exam – allow half a day
- be available for third marking – allow 30-40 minutes per script
- provide feedback to the Principal Examiner on the performance of the Assistant Examiners.

Note that for some ST/SA teams, an examiner will only be involved with third marking at one of the sessions (and probably only one of the subjects).

You may be required to attend the Board of Examiners meeting before the release of the results – allow half a day.

In return, the volunteer will:

- in partnership with the Executive staff, contribute to the IFoA's education processes in the preparation and delivery 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 Professional Development and Responsibility (PDR) role and a fee will be paid.

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.

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