



CAA Global

Role of Examiner - CAA Module 5 (Models and Audit Trails) exams

CAA Global is seeking to appoint two experienced Fellows or Associates as Examiners for Module 5 (Models and Audit Trails) of the CAA Global Qualification. CAA Global is a joint venture of the Institute and Faculty of Actuaries and the Society of Actuaries (SOA) and was formed to offer the Certified Actuarial Analyst (CAA) qualification around the world. This opportunity is open to all Fellows and Associates of the Institute & Faculty of Actuaries (IFoA), regardless of their location, subject to meeting the requirements set out below.

The Role: Examiners are appointed to help maintain the education and qualification standards of CAA Global. This is a senior appointment and applicants must be able to show interest in the CAA Global examination processes and procedures. Examiners for Module 5 report to the Principal Examiner and will follow the general requirements for Examiners as set out in the Examiners' Handbook, as well as the specific requirements for CAA Global, Module 5 which are summarised below.

“Person” & “Task” Specification:

“Person” Specification

As a CAA Module 5 Examiner you must be able to demonstrate:

- the ability to work as part of a team
- an understanding of relevant exam setting and marking processes (previous exam marking experience would be desirable)
- attention to detail and proof reading skills
- good time management
- good knowledge and understanding of the exam syllabus
- excellent knowledge of Excel

“Task” Specification

Exam Setting

Assist the Principal Examiner with the setting of questions to be included in the exam. This involves:

- contributing to the delivery of exam papers, including drafting and finalising the agreed number of questions with solutions and all required exam material
- working as a team on the papers under the direction of the Principal Examiner
- keeping aware of the current syllabus and Core reading for the subject
- attending and actively participating in the required meetings including the subject scrutiny meeting
- review suggested edits and comments and ensuring they are incorporated into the exam where appropriate. Keeping an audit account of all comments received and the responses and amendments made

Exam Marking:

- participate in test batch marking and attend the Module 5 marking meeting ideally in person, however attendance can also be via conference call
- following the meeting, review the marking schedule in the light of comments received
- assist with the marking of cases where the first and second marks are inconclusive to set a Pass or Fail or are close to a Pass

- help to finalise the pass lists with the Principal Examiner
- adhere to agreed time schedules for all parts of the exam process to ensure results are delivered on time
- assist, if required, with the preparation of the examiners report.

Ad hoc additional duties

- inputting in to the recruitment and management of the Assistant Examiners, including reviewing marking exercises and providing feedback on their performance.
- standing in for the Principal Examiner as appropriate
- attendance at the annual Examiners' Training day.

Support

Administrative support for the role will be provided by the Assessment Team and you will be given a handbook containing full details of the role and responsibilities. You will also receive support from the Principal Examiner.

When attendance at meetings in person is required and travel has been agreed, expenses will be paid in accordance with the current policy.

Tenure

This is an appointment which is subject to annual review but the tenure can be up to three years.

Time Commitment

Exam Setting: the main formal activity takes place from September to January, although allocation to the Examiners of question requirements will take place prior to this to allow first drafts to be prepared and reviewed before September. In addition, there will be an initial meeting to attend, before the start of the exam development cycle as well as a scrutiny meeting plus individual time to work on the papers as required by the drafting process.

Exam Marking: this takes place twice a year between April – June and September – November. As an Examiner you will:

- mark the five test batch scripts – allow 50-60 minutes per script
- attend the marking meeting no later than seven days following the exam – allow half a day
- be available for third marking – allow approximately 50/60 minutes per script
- provide feedback to the Principal Examiner on the performance of the Assistant Examiners
- if you are acting as the 'Lead' Examiner for the session you should allow additional time for preparing for the marking meeting – approximately four hours in total to compare all the marking results, and meeting preparation
- The Examiners' Training day will be held one day per year.

In return, the volunteer will:

- in partnership with the Executive staff contribute to the education processes in the preparation and delivery of the exams
- have confidence in the exam process and feel that they are 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
- have opportunities for CPD in line with the current scheme arrangements

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.

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