



## Institute and Faculty of Actuaries

### Examiner – Subject ST2/SA2 (Life Insurance) – (PDR)

The Institute and Faculty of Actuaries' (IFoA's) Engagement and Learning Directorate is seeking to appoint a Fellow into the role of Examiner for subjects ST2/SA2. 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.

### Person” and “Task” Specification

#### “Person” Specification

As an ST2/SA2 Examiner you must be able to demonstrate:

- up to date knowledge of the subject area covered by ST2/SA2
- experience and thorough knowledge of exam marking
- accurate proof reading skills and attention to detail
- leadership and team management skills
- strong communication skills
- good time management.

#### “Task” Specification

The main requirements of the ST2/SA2 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 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.

##### Ad-hoc:

- 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 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 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.

## **November 2017**