



UK Practice Modules online Instructions for Supervisors

The following instructions form the regulations and requirements for the UK Practice Modules exam sittings.

The UK Practice Module exams are offered in each of the Specialist Applications areas and are required by anyone wishing to practise in the UK in a reserved role. The examinations are held online by accessing the questions via a link forwarded to the candidates shortly before the exam is to be held. The exam lasts no more than 90 minutes and requires supervision for the duration.

Accommodation

Subject to the minimum standards laid out in this document there are no restrictions on the type of accommodation that may be used for examinations. Examinations may for example be held in an office, whether or not a student's normal place of work, or in a building available for public hire.

Time

The exam is 90 minutes in duration. Exclusive access to the accommodation used for the examination must be available to the supervisor and those s/he authorises for the duration of the examination, including time for set-up and set-down. If Special Arrangements are awarded, the exam duration will increase, please see notes on Special Arrangements.

Furniture and room layout

A suitable desk and chair must be provided for each candidate. Desks should be a minimum of 55cm x 45cm. This is consistent with the standard examination desks supplied to most examination bodies.

Access ways of at least one metre must be provided to enable candidates and invigilators to reach each desk and to evacuate the room safely in the event of an emergency.

All candidates should have sight of a clock.

Computer technical requirements

The UK Practice Module online exam requires the following:

- 2.33GHz Single core CPU, or 1.2GHz Dual core CPU, or faster PC with 1Gb RAM
- 1024x768+ screen resolution; Graphics card with at least 64Mb of memory
- Internet Explorer 7 or 8, or Mozilla Firefox 3 and above
- Adobe Flash player 10 plug-in
- Bandwidth 512Kbps

Please note that we cannot be responsible for issues with users' PC or Internet connection but should any issues result in the user being logged out of the test, this would be recorded and extra time allowed where appropriate.

Avoidance of distractions

The room must be conducive to the maintenance of uninterrupted concentration and should be isolated, as far as possible, from sources of noise. Unacceptable distractions might include voices, music, the operation of office equipment including telephones, and heavy traffic.

Supervisors must be satisfied that lighting and temperature levels are comfortable for candidates.

Before the exam

Shortly before the exam is held candidates will receive a unique access code and web link. Candidates will need to click on the web link to access the exam site. They will need to create a log in ID and use the access code to enter the exam.

You will need to enter the authorisation PIN at the start of the exam.

Supervision

As the supervisor you are responsible for the invigilation of all aspects of the administration and conduct of examinations. Candidates must be supervised at all times when under examination conditions and should not be permitted to leave the room unsupervised. Where there are two or more candidates and one invigilator, arrangements must be in place to enable a request for assistance as necessary.

Supervisors are to ensure that candidates are not accessing computer documents or files or Internet sites other than the one required for the exam.

For group sittings, there must be one supervisor for every 5 candidates.

Candidates are permitted to return to a question and change their answers. Questions do not have to be answered in order.

In case of a major disturbance, supervisors have the authority to pause the exam. You must re-enter your PIN before the exam can be resumed. There is a 30 second delay to allow the student to prepare themselves.

If the exam room needs to be evacuated then exam conditions must be maintained.

As this is a multiple choice exam, we regret that no mitigating circumstances can be considered.

Special access arrangements

Candidates can apply for access arrangements where necessary due to conditions such as RSI, dyslexia, long term and short-term injury.

All access arrangement applications must consist of a completed application form, an explanatory covering letter and supporting documentation such as a medical certificate or a doctor's note and will be looked at individually.

If this is applicable to one of your candidates, you will be contacted directly to confirm that you are available to supervise this extra time. E-mail confirmation will suffice and will be placed on the student's file.

Candidates must not bring into the examination room their own notes or books, they must leave their bags and coats away from their desks at the sides of the examination room. Please ensure these are kept in a safe location. The Faculty and Institute of Actuaries bear no responsibility for loss or theft of possessions whilst examinations are taking place.

Mobile telephones must be switched off and kept away from the desks.