



Application process for paid education opportunities: FAQs (frequently asked questions)

1. I have never been involved in the examination process before and I don't know where to start?

We are here to assist you with any questions you may have. Many newly qualified actuaries assist with the review of the examination papers by reviewing the content, grammar, questions and assess the length and difficulty, we call these positions Guinea Pigs. The Guinea Pigs play a very important role to ensure that the paper is fit for purpose.

2. Do I need to be a member to make an application?

There is no requirement to be a member of the IFoA for many of the vacancies, as we accept application form some roles from suitably qualified individuals.

3. Do I need to be resident in the UK to make an application?

You do not need to reside in the UK or be a UK permanent resident, we welcome applications from around the globe.

4. How do I apply for a role?

To make an application, please complete the short [application form](#) with all relevant information. You can view all our latest opportunities on our [paid education opportunities page](#).

5. What is the selection process?

This will vary depending on the role applied for. For example, for Markers, we will request that individuals complete a marking exercise in their preferred subject area, this is viewed by the Chief Examiner for the subject to check suitability and understanding on how to mark the script and understand the marking schedule

6. How long does it take once I have submitted my application?

You will receive an acknowledgement of your application within 5 days of receipt. The entire process can take many weeks; if subject to testing etc. We begin the recruitment of Markers etc well in advance of the exam session and we will keep you informed of progress and timings along the way.

7. What happens if I am successful?

Successful applicants will be advised by email as soon as we receive confirmation from the Chief Examiner of appointment. A letter of engagement is issued for the role along with any feedback. The letter sets out the expectations and includes a schedule of service which contains the fee structure.

8. What are the next steps?

Once you have signed and returned the letter of engagement and any other relevant forms you have been sent, you will be added to the IFoA database of Markers (or applicable role) and your personal information sent to the Assessment team.