



Institute and Faculty of Actuaries

Principal Examiner – Certified Actuarial Analyst (CAA Global)

Module 2 - Statistics and Models

The Role

The Principal Examiner role is appointed by the IFoA, under authority of CAA Global, to maintain the education and qualification standards of the Certified Actuarial Analyst (CAA) modules. This is a senior appointment and applicants must be able to show interest in education and understanding of the CAA Global curriculum, assessment processes and procedures.

“Task” and “Person” Specification

“Person” Specification

As Principal Examiner it is a requirement that you can demonstrate:

- in depth and up to date knowledge of the subject area(s)
- experience or understanding of exam setting and/or item writing for multiple choice style assessments either within the IFoA or relevant setting such as another professional body or university
- good time management skills and an ability to adhere to tight deadlines
- familiarity with IT systems
- leadership and team management skills
- strong communication and influencing skills.

“Task” Specification

The Principal Examiner will have overall responsibility for the module and one supporting Assistant Examiner. The role has several key areas; the tasks assigned to these areas are as follows:

- overall leadership and management of the module to ensure it remains relevant and up-to-date
- working closely with the IFoA and assessment delivery provider (Pearson Vue) in the management and maintenance of question banks and assessment delivery, including but not limited to:
 - technical review of module item contents
 - manage additional subject matter experts in the creation and authoring of new questions (if applicable), ensuring that all exam questions reflect the overall topic weighing in the module descriptors/syllabus and reflect the standard and technical level as set out in the syllabus.
 - approving new or updated questions on a regular basis as prescribed by Pearson Vue, (typically after each exam session)
 - manage the performance of multiple choice questions ensuring standards are reviewed and where necessary implement improvements as recommended by Pearson Vue Psychometrician
 - sign off the questions to be used for the assessment
- facilitate an annual review of the module syllabus and Resource Guide and recommend to the IFoA Assessment Team for submission and later approval by the CAA Global Education Committee:

- attend all necessary training/workshops identified by the IFoA, planned in partnership with Pearson VUE.
- ensure that modules adhere to IFoA regulations, policies and procedures
- attend and where necessary lead a number of meetings required to ensure standards of the CAA assessments are maintained. This will include but is not limited to module team meetings, exam performance meetings, Board of Examiners meeting and an annual Examiner meeting day
- submit exam board statistics by the required deadline on documentation provided by the Assessment team
- consider mitigating circumstances cases where necessary.

Support

The IFoA Assessment team will support you in working with and understanding the assessment test requirements of the third party provider Pearson Vue.

Pearson Vue will provide comprehensive services to support with:

- training and creation of multiple choice questions
- application of angoff rating
- automated marking of multiple choice question assessment tests
- sessional reporting, including results, question performance and improvement recommendations.

Tenure

This appointment is subject to annual review, with an initial tenure of three years.

Time commitment

It is anticipated that the annual requirement will be as follows:

- Question writing and reviewing – 30 hours
- Exam session preparation – 3 hours
- Exam session analysis & administration – 5 hours
- Attendance at Board meetings/training events – 9 hours

The appointment is a nominally paid self-employed contractor role. The fee (gross) is payable per annum, plus out of pocket expenses in accordance with the IFoA's volunteer expenses policy. The fee will be discussed with any candidates taken forward to interview.

May 2019