



Certified Actuarial Analyst (CAA Global) - Multiple Choice Question Writers (Question Setter) (paid role)

Overview

The [CAA Global](#) exams for Modules 1, 2, 3 and 4 have been developed in conjunction with Pearson VUE, a leading provider of Computer-Based Assessments world-wide. The exams consist of multiple choice questions which have been prepared by a team of question setters. During development these questions undergo a two stage review process which is carried out by the module's Principal and Assistant Examiner. Item banks are reviewed bi-annually in line with examination sessions.

The role: This 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. Applicants must be able to show interest in education and understanding of the CAA Global curriculum, assessment processes and procedures.

“Person” Specification

As a Question Setter 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
- team management skills
- strong communication skills.

“Task” Specification

The main requirements of the Module Question Setter are to maintain the standards of CAA Global and to ensure that:

- their knowledge of the CAA module syllabus for which they have been appointed and the relevant Resource Guide is up to date
- they attend all necessary training/workshops identified by the IFoA, planned in partnership with Pearson VUE, in relation to exam/question bank development; and question writing.
- they author an agreed, minimum number of module questions for the question bank, which are accepted by both the Principal Examiner, the Assistant Examiner and Pearson Vue for publication
- they ensure that all questions reflect the overall topic weighting in the module descriptors/syllabus and reflect the level of the module concerned
- when required, they assist in the question review process by authoring new questions for the module question bank
- they meet all deadlines set in relation to the test questions assigned

Time commitment

It is anticipated that the annual question setting process will require:

- question writing and reviewing – 30hrs
- attendance at training events and meetings – 6hrs.

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.

June 2019