



Institute
and Faculty
of Actuaries

The Institute and Faculty of Actuaries

Non-Actuary CP3 Examination Marker (paid role)

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint non-actuaries who work in the Professional sectors to support the assessment marking of the IFoA's CP3 Communication exam qualification. Please note students of the IFoA or any other actuarial association will not be considered.

We encourage applications from a diverse range of potential applicants, in terms of, but not exclusively gender, age, disability and ethnicity, as well as reflecting the geographical spread and practice areas of our membership.

Task and Person Specification:

Task Specification

Background

The IFoA is the UK's only chartered professional body dedicated to educating, developing and regulating actuaries based around the globe. We have a worldwide membership of over 30,000 of which over 50% are student members. 47% of our membership and 64% of our students are based outside the UK, reflecting the increasingly global nature of actuarial practice.

The IFoA Council sets the strategy, with Executive staff responsible for its execution. The Lifelong Learning Board is responsible for the oversight of delivery of specific aspects of this strategy related to the pre-qualification education of actuaries, and their continuing professional development and lifelong learning.

The IFoA qualifications comprise of a number of modules and related assessment subjects. The Lifelong Learning Board delegates the oversight and assessment of the qualification standards to the Board of Examiners with Markers appointed for each assessment subject to support the execution of this.

The Marker will be expected to

- Carry out their responsibilities in a proper and impartial manner and in accordance with IFoA governance.

- Prepare thoroughly for the exam, ensuring that they are familiar with the current general exam structure and latest core reading, which will be made available.
- Ensure that the secrecy of the exam papers is maintained.
- Carry out script marking as required in line with IFoA regulations, policies and procedures, within agreed deadlines.
- Where required, support the preparation of the exam results and statistics.
- Foster a mutually respectful relationship with the Executive.

Reporting

The Marker will report to the Chief Examiner or Lead Examiner of the CP3 team.

Tenure

The Marker will be appointed for a period of two years. Tenure can continue to be extended for a further two years by mutual agreement.

Time commitment

The role requires a sample of exam scripts to be marked, and marks submitted prior to attending a marking meeting. At the meeting, marks awarded are discussed and Markers develop a shared understanding of the marking criteria.

In addition to these meetings there will be follow up actions and communications with the examining team and executive staff.

Sample marking: A total of five to ten hours is required to mark sample scripts both before and after the marking meeting. This time also includes annotating any suggested changes or questions on the marking schedule. Marking meetings will usually take place up to two weeks after the exam being sat, and a minimum of three hours should be allowed for this.

Exam marking: Marking times may vary depending on the experience of the Marker and level of familiarity with the exam, but Markers should initially plan their time commitments to allow 30-40 minutes per script.

You will be sent a marking deadline by the Assessment team; usually you will be given two weeks to complete your allocated marking. The main marking for the April session takes place April/May and for the September session usually September/October.

Remuneration

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.

Person Specification

Essential

- Time management and experience of working to tight deadlines.
- Ability to review and comment on documentation.
- Familiarity with IT systems.
- Ability to work collaboratively as part of a team.

Essential IT requirements

Markers will be expected to use the IFoA's e-Marking platform 'RM Assessor 3' for examination script marking, therefore access to a PC, laptop or tablet is essential with the following requirements:

Recommended and supported devices

Below are devices and platforms that RM Assessor 3 can use used on:

	PC	Mac	Android Tablet	iPad
Processor	Intel i3+ or equivalent		Quad core+	iPad Air (v1+), Mini (v2+) or Pro
Memory	4 GB+		2GB+	
Screen Size	8" or larger, minimum resolution 1280x720			
Operating System	Windows 7, 8.1 or 10	macOS 10.11+	Android 6+	iOS 10+
Browser*	Chrome, Firefox, Edge**	Chrome, Firefox, Safari	Chrome	Safari
Input supported	Mouse and Keyboard	Mouse and Keyboard	Touch and Keyboard	Touch and Keyboard

* Browser support is for the current and the previous major version of each browser.

** Internet Explorer 11 (IE11) is also supported but is not recommended to achieve the best user experience.

This is a remunerated role and a fee will be paid

Mutually agreed services will be outlined in a 'Schedule of services' which will be provided to you on successful appointment. On successful completion of the services, you will be required to submit an invoice to the IFoA. The IFoA will provide you with a template invoice to use, and this invoice will be processed by a member of the IFoA's Education Services team. If you wish to view the 'Schedule of services' and the applicable terms and conditions, prior to expressing interest in this role, please contact the Quality team. Please note that this role is classified as a 'Self-Employed Contractor'. Please also note that every individual who supports the IFoA, be that as a volunteer (member or non member), or in any other role, including as a self-employed contractor, works in partnership with the IFoA Executive staff to deliver our strategy and Royal Charter, in line with our values. We are extremely grateful to all who form part of this delivery team, collectively known as our volunteers and as such you will have access to volunteer resources, updates and communications in general. We hope that you find this helpful and valuable to you when delivering your role.

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