



Institute
and Faculty
of Actuaries

Centre based examinations

Instructions for candidates sitting an exam

by The Examinations team

February 2020

Table of Contents

Day of the exam	3-7
Identification	3
Examination stationery	3
Smart watches or Mobile phones	4
Electronic calculators	4
Conduct of the examination	4, 5
Attendance	5, 6
Examination times.....	6
Question papers.....	6
Interruptions during the exam	6, 7
 After the exam	 7
Mitigating circumstances	7
Exam centre comments form.....	7

Day of the exam

Please ensure that the following instructions are read thoroughly before attending the examination(s).

Identification

Each Candidate will be required to show two forms of identification at the examination centre before being allowed entry into the examination room.

a) *The assessment permit* - it is the candidate's responsibility to print this from the IFoA website.

And

b) *Photographic identification*. One of the following are accepted:

- A current passport
- A company identification card containing photograph and signature
- A current driving licence containing photograph and signature
- A national identity document containing photograph and signature

If a candidate does not hold one of the above forms of photographic identification, then they are required to obtain one before the date of the exam.

At the start of the examination, candidates must place the two forms of identification on their exam desk so that it can be checked during the examination by an invigilator. Candidates must ensure that their identification is clearly visible on the desk.

If a candidate does not bring their exam entry permit or one of the accepted form of photographic identification to their exam, they will not be allowed to attempt the examination.

If a candidate goes to a different centre to the one outlined on their exam entry permit, they will not be allowed to attempt the examination.

If a candidate has been granted access arrangements, they would have received a confirmation letter which would also need to be printed and provided at the exam centre. It is the candidate's responsibility to print their confirmation.

Examination stationery

Candidates will be issued with the following stationery:

- Answer booklet
- Scrap paper on which to make notes
- Formulae and Tables (2002)
- Graph paper, where required

Candidates must not bring into the examination room their own notes or books, and they must place their bags and coats away from their desks, preferably at the sides of the examination room. The IFoA bears no responsibility for loss or theft of possessions whilst examinations are being taken at the examination centres.

Copies of actuarial tables including a list of standard formulae will be available to candidates in the examination room. The use of slide rules is permitted.

No stationery whatsoever may be taken from the examination room.

All answers must be submitted in black pen which Candidates must provide.

Smart watches or Mobile phones

All prohibited materials must be placed in bags away from the Candidate's desk and all mobile phones, smart phones or watches, pagers, laptops, e-readers, tablets and other devices capable of transmitting, storing or receiving information must be turned off during the assessment. All personal items are brought at the owner's own risk.

Candidates are not permitted to have a smart watch or mobile phone on them during their exam, these must be placed in their bags and kept away from the desks. Mobile phones must be switched off. If candidates do not have a bag with them the supervisor will collect the phone/watch and keep it on their desk.

All other types of analogue and digital watches will be permitted. Candidates should remove their watch from their wrist and place it on their desk at the start of the exam.

Failure to comply with any of Assessment Regulations may result in an investigation under Part 2 of the Regulations and/or referral for investigation under the formal IFoA disciplinary procedures.

Electronic calculators

Invigilators will make an announcement at the start of each exam about calculators. At this time candidates will be given the opportunity to hand in any "unauthorised" calculators.

Candidates found to be using a calculator not on the approved list will be subject to investigation under Part 2 of the Assessment Regulations.

Candidates may use electronic calculators in all the examinations subject to the following conditions:

- The calculation is on the approved list, check the IFoA website for authorised calculations:
<https://www.actuaries.org.uk/studying/prepare-your-exams/authorised-calculators>
- Candidates must provide their own calculators
- Under no circumstances should hand-held personal computers, of any description, be taken into the examination room
- Calculators must be silent, have visual display only and be battery or solar operated
- Any stored data and / or stored program facilities must be cleared before the calculator is taken into the examination room
- Candidates are advised that in all calculations intermediate results should normally be shown to gain full marks

No extra time will be allowed for candidates who do not use calculators or whose calculators fail during the examination. Exam supervisors will not have extra batteries or calculators.

Conduct of the examination

All candidates sitting an IFoA assessment, whether delivered in an exam centre or online, are required to follow the IFoA Assessment Regulations. Failure to adhere to these regulations could result in your assessment being investigated. Candidates are advised to read the Assessment Regulations thoroughly before sitting any examinations with the IFoA, please see

the website for the latest copy of the regulations:

<https://www.actuaries.org.uk/studying/prepare-your-exams/assessment-regulations>

Candidates must at all times follow the instructions of the Invigilator.

Candidates are expected to respect the exam conditions at the Exam Centre at all times during the examination, including the need to avoid causing disturbance to other candidates.

Candidates may only submit their answers on the materials provided by the IFoA.

Candidates may not remove materials provided at the exam centre unless instructed otherwise.

Candidates may not use their own books or notes during the assessment.

Candidates are expected to observe the exam time limits allocated.

Candidates are not permitted to give or receive any third party help or support (unless agreed with the IFoA under the Access Arrangements Policy and procedure) during the exam period.

Candidates are expected to take responsibility for the proper submission of all exam materials within the allocated exam period. No materials will be accepted after this time. All marking will be undertaken on this basis.

Candidates who have been granted access arrangements would have received a confirmation email with a PDF letter detailing the arrangements which have been put in place. Candidates are advised to check over the details thoroughly before their exam sitting, as their exam start or end times may have been altered to accommodate their adjustments.

Candidates should be seated 10 minutes before the start of each paper at the correct desk.

During the 10 minutes before the start of the examinations candidates should read the instructions on both the answer booklet and examination paper. Also in this time they must ensure the front cover of the answer booklet is completed.

Candidates are asked not to deface their examination booklets with any notes, messages or pictures that are not relevant to their exam attempt or marking.

Candidates should not use pencil to write answers in the answer booklet that are to be marked.

Candidates may not smoke in the examination room. Food and drinks are allowed but for the consideration of other candidates, we advise candidates not to eat anything that will cause disturbance.

No talking is allowed once the examination has commenced.

The invigilator is impartial to the examination and cannot offer any advice or opinions on any of the exam papers.

Candidates must stop writing or typing immediately when instructed by Invigilators.

Attendance

Once an assessment has started, Candidates may not leave the assessment centre within the first and last 30 minutes. If they wish to leave they must hand their answer booklet to the invigilator as proof of attendance, along with the examination paper and the Formulae &

Tables book.

Candidates may not leave the assessment room during an assessment and return unless accompanied by an invigilator.

Candidate who attend the exam cannot ask for their exam script to not be submitted, the exam answer booklet will be submitted for marking regardless of the amount written in the booklet.

Candidates who leave the exam room cannot be readmitted to amend their exam script, once the script has been handed in. Those candidates who do leave the exam room early are asked to be considerate to those still working around them and be quiet as they leave.

No candidate may leave the examination room temporarily without the permission of the invigilator.

Any candidate not attending the examination will be marked as absent and this will not count as an attempt.

Examination times

All centre based exams have a writing time of 3 hours and 15 minutes, with the exception of CP1 paper 2.

CP1 paper 2 is a case study type paper, and will have 45 minutes reading and planning time, and then 2 hours and 30 minutes writing time. You may make separate notes or write on the exam paper, but not in your answer booklet. Calculators are not to be used during the reading time. You will then have two hours and 30 minutes to complete the paper. Students are expected to read the question in full, and they can look at the formulae and tables.

Question papers

If a candidate believes a question is incorrect in their exam question paper, they are advised they should answer the question to the best of their ability and then inform Education Services after the exam has ended. The enquiry will then be passed onto the relevant team for review.

Question papers must be handed back to the invigilator at the end of the examination. Candidates are not permitted to take them out of the examination room for security reasons. Question papers are posted on the website shortly after the end of the examination period.

Interruptions during the exam

The exam centre which is in place will be booked and secured, under the understanding it will be fit for the examinations and meets the IFoAs requirements. However, the IFoA cannot guarantee perfect examination conditions: for example, the IFoA have no control over external noise which might occur outside the exam room.

If an interruption occurs during the examination, candidates must highlight this to the exam invigilator, who should make a note of the disturbance and mitigate where possible. The candidate should continue to write their answers to the best of their ability. Once the exam has ended, the exam invigilator will provide the candidate with a completed exam incident form. Candidates must send this form in along with their application for mitigating circumstances.

Any prolonged interruption e.g. fire alarm or security alert may cause the examination to be stopped candidates should be instructed to leave the room, they must leave their question paper and answer booklet on the desk and not speak to anyone outside the examination room. Candidates should indicate the interruption by drawing a line at the question they were

answering when they left the room.

As soon as the candidate is able to re-enter the examination room they should continue answering the questions. Extra time will be given to accommodate the time lost if appropriate. If too much time has been lost, the invigilator will collect scripts and examination papers and the scripts will be marked on the answers made in the time available taking into account the incident that interrupted the examination.

After the exam

Mitigating circumstances

If a Candidate is ill or suffers from any other circumstances that may affect performance during the assessment they should report this to the supervisor during the assessment and/or via the Mitigating Circumstances Policy application process at the earliest opportunity. More information on this can be found in the [Mitigating Circumstances Policy](#) on the IFoA website. Mitigating Circumstances Forms are available online.

A candidate cannot apply for mitigating circumstances for an exam they did not sit.

Exam centre comments form

If candidates would like to provide feedback regarding their exam sitting, they are able to do this by completing an 'Exam centre comments form' which is available on the IFoA website: <https://www.actuaries.org.uk/documents/exam-comments-form>.

After an exam has finished, the exam supervisor would notify the IFoA if any unusual activity took place. However, feedback is appreciated as sometimes an incident could be overlooked. Also feedback can help the examinations team to review the current exam centres and take appropriate action to improve future exam sittings.

Submitting an 'Exam centre comments form' is not the same as applying for Mitigating circumstances. The comments form will not be considered during the marking process and will only be used for purely feedback purposes.