



Institute
and Faculty
of Actuaries

Guide to booking examinations for September 2020

by Learning Operations

8 July 2020

We are now able to offer candidates the opportunity to directly book their preferred time slots for our September online examinations.

This booking guide explains these changes and sets out the booking process, step by step, to help make your booking experience as smooth as possible.

Introduction of time slots

We have introduced the option to book a specific time slot for some of our examinations. This new booking functionality will provide some flexibility with examination start times, which is especially important for our candidates based outside the UK time zone. Unfortunately, to take advantage of this new booking functionality candidates booking multiple examinations will need to book and pay for each examination separately. We acknowledge this may be inconvenient if you are planning to sit several examinations.

We apologise for adding these additional steps to the examination booking process for September, but hope that we will be able to offer the option of single booking of multiple examinations for the April 2021 examination session.

Booking your exam

As we have made some changes to the booking process to enable candidates to choose examination time slots, we have produced a step by step guide to take you through this new process.

If you would like to book more than one examination for this session you will need to log into your IFoA account, book one exam, pay for it, exit and then repeat the process. This process is set out along with screen shots in our step by step booking guide below.

Please take extra care if you are booking more than one examination, to avoid selecting multiple subjects which are sat on the same day. You will only be able to sit a maximum of one subject per day even if the start times are staggered.

Time slots for September 2020 Examinations

The table below shows the time slots available for each examination. There are limited numbers of places available for each time slot, so once a particular one is full we will be unable to take any more bookings.

Examination	Time slots available (all slots are UK time)	Notes	
CM1	08:00	The time slot booked applies to both papers i.e. if you book 08:00 then you will sit both A and B papers at 08:00	A paper 21 September
	08:30		B paper 22 September
CM2	08:00	The time slot booked applies to both papers i.e. if you book 08:00 then you will sit both A and B papers at 08:00	A paper 5 October
	08:30		B paper 6 October

CS1	08:00	The time slot booked applies to both papers i.e. if you book 08:00 then you will sit both A and B papers at 08:00	A paper 24 September
	08:30		B paper 25 September
CS2	08:00	The time slot booked applies to both papers i.e. if you book 08:00 then you will sit both A and B papers at 08:00	A paper 29 September
	08:30		B paper 30 September
CB1	08:00		1 October
	08:30		
CB2	09:30		23 September
	10:00		
CP1	09:00	The time slot booked applies to both papers i.e. if you book 09:00 then you will sit both papers at 09:00	Paper 1 24 September
	09:30		Paper 2 25 September
CP2	09:00	The time slot booked applies to both papers i.e. if you book 09:00 then you will sit both papers at 09:00	Paper 1 21 September
	09:30		Paper 2 22 September
CP3	08:00		23 September
	08:30		
	09:00		
SP1	09:00	This is the only time slot available for this examination	5 October
SP2	09:00	This is the only time slot available for this examination	29 September
SP4	09:30	This is the only time slot available for this examination	29 September
SP5	09:30	This is the only time slot available for this examination	5 October
SP6	10:00	This is the only time slot available for this examination	29 September
SP7	10:00	This is the only time slot available for this examination	5 October
SP8	09:00	This is the only time slot available for this examination	6 October
SP9	09:30	This is the only time slot available for this examination	6 October

SA1	09:00	This is the only time slot available for this examination	30 September
SA2	09:15	This is the only time slot available for this examination	30 September
SA3	09:30	This is the only time slot available for this examination	30 September
SA4	09:45	This is the only time slot available for this examination	30 September
SA7	10:00	This is the only time slot available for this examination	30 September

Step by step booking guide

As we have made some changes to the booking process we have produced a step by step guide to take you through this new process.

Select your exam session

Once you have logged in to the My Account area of the IFoA website and selected My Exams and Book an Exam, select your examination session:

The screenshot shows the 'Exam booking' page with a breadcrumb trail: Session » Exam » Time » Decision » Billing address » Card payment. A yellow box contains 'Exam opening dates' (Bookings for CS1, CS2, CM1 and CM2 only will open on Monday 20 July 2020; All other examination bookings will open on Monday 27 July 2020) and 'Exam closing dates' (Bookings for CS1, CS2, CM1 and CM2 only will close on Friday 07 August 2020 at 17:00 UK time; All other examination bookings will close on Friday 14 August 2020 at 17:00 UK time). Below this, 'Select exam session:' has two radio button options: 'September 2020 - Core Principles (CM, CS and CB)' (selected) and 'September 2020 - Core Practices, Specialist Principles and Specialist Advanced'. A blue 'Continue' button is at the bottom.

Select your subject

You will then be asked to select a subject. Please be aware you will only be allowed to choose one subject.

The screenshot shows the 'Exam booking' page with a breadcrumb trail: Session » Exam » Time » Decision » Billing address » Card payment. A yellow box contains instructions: 'Please ensure you have all the information you need before starting the exam booking and payment process:' followed by a list: 'Valid credit / debit card or PayPal account', 'Card security details including last 3 digits on back of card and 3-D secure password (Verified by Visa, MasterCard SecureCode, American Express SafeKey)', 'Exam date and preferred centre', and 'Find out about exams fees (opens in new window)'. Below this is a yellow box with the text 'Please note you can only book one exam at a time.' and a checked checkbox 'Do you have all the information you need ready to make payment?'. Under 'Exam session:', 'September 2020 - Core Principles (CM, CS and CB)' is selected. Under 'Choose which exams to take', a blue bar highlights 'Core Principles'. Below this are several unchecked checkboxes for subjects: CS1 - Actuarial Statistics, CS2 - Risk Modelling and Survival Analysis, CM1 - Actuarial Mathematics, CM2 - Financial Engineering and Loss Reserving, CB1 - Business Finance, and CB2 - Business Economics.

Select an examination time slot

Once you have selected the examination subject, you will have the option to choose from the available examination times. Please select your chosen time and continue. You will then be taken to the payment page

Home My account My exams Exam booking

Exam booking

Session » Exam » **Time** » Decision » Billing address » Card payment

CS2 - Risk Modelling and Survival Analysis [Remove](#)

Choose an exam time

September 2020 - CS2 EXAM (29 & 30 Sept 2020) - 08:00 timeslot

September 2020 - CS2 EXAM (29 & 30 Sept 2020) - 08:30 timeslot

[Back](#) [Continue](#) [Cancel and start again](#)

After you have made a successful payment you will receive an email confirming your booking.

If you wish to book another examination please select Book an exam in the My Account area of the IFoA website and repeat the process.

If you have any questions or issues during the booking process please contact examssupport@actuaries.org.uk and we will do our best to assist you.



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