



Institute
and Faculty
of Actuaries

Assessment Regulations UK Practice Modules

December 2020

Assessment Regulations

This document contains the assessment regulations for the Institute and Faculty of Actuaries (IFoA) UK Practice Modules (the “Regulations”). Authority to create Regulations for IFoA qualifications lies in the Royal Charter, Article 13, the IFoA Governance Manual and relevant IFoA Bye laws.

The Lifelong Learning Board (LLB) is responsible for the publication of these Regulations. This authority is reflected in its Terms of Reference. The maintenance of these Regulations has been delegated by LLB to its sub-committee, the Education Committee, using the LLB’s delegated authority powers. The Education Committee may revise and update the Regulations from time to time acting on behalf of the LLB.

These Regulations apply to all eligible members wishing to register and submit themselves for an IFoA UK Practice Module assessment (“Candidate(s)”).

Members of the IFoA have professional regulatory obligations. These are applicable at all times, including during assessments. More information about Member regulatory obligations, including the Actuaries’ Code, can be found on the IFoA website. Members are reminded that any alleged failure to adhere to Member regulatory obligations may result in separate disciplinary investigation under IFoA disciplinary enforcement procedures. This is distinct from the powers under these Regulations to investigate alleged Regulation breaches. More information on the IFoA Disciplinary and Capacity for Membership Schemes can be found on the IFoA website.

These Regulations supersede any previous versions.

PART 1: GENERAL

Section 1 - The Assessment Structure

The assessments for the UK Practice Modules consist of the following subjects:

- P1 Health and Care UK Practice Module
- P2 Life Insurance UK Practice Module
- P3 General Insurance UK Practice Module
- P4 Pensions and other Benefits UK Practice Module
- P7 Investment and Finance

To practise in a reserved role in the UK (i.e. as an Actuarial Function Holder, Without Profits Actuary, Scheme Actuary etc.) a Fellow or Associate must have passed the appropriate UK Practice Module(s) or the earlier equivalent subjects.

Section 2 - Eligibility

1. Applicants wishing to enter and be assessed as a Candidate for any assessment which forms part of the IFoA UK Practice Modules must be registered with the IFoA as a Member in one of the following ways:
 - As an IFoA student, IFoA Associate, IFoA Fellow
2. Applicants who meet this eligibility criteria and successfully enter for an IFoA UK Practice Modules are referred to as Candidates for the purposes of these Regulations.

Section 3 - Assessment Entry

3. It is the responsibility of any Candidate to register for an assessment and adhere to any published closing dates for entry.
4. It is the responsibility of the Candidate to ensure that all other relevant fees including entrance fees and subscriptions due have been paid at the time of submitting the assessment entry in accordance with prescribed timescales set by the IFoA.

Section 4 – Candidate Obligations and Regulatory Requirements

5. At all times, Candidates who are Members of the IFoA are expected to observe their IFoA regulatory obligations, including the Actuaries' Code ethical obligations of conduct. Candidates are reminded that these regulatory requirements are updated from time to time and that there is a positive obligation on all members to familiarise themselves with the responsibilities and to comply. These obligations include a "speaking up requirement". An allegation of failure by any Member to adhere to these regulatory obligations may result in a disciplinary investigation into an allegation of misconduct. [Further information on IFoA regulatory requirements and disciplinary enforcement arrangements can be found on our website.](#)
6. Where a breach is established under Part 2 of these Regulations, the IFoA will consider whether any further steps are necessary, in the public interest, to fulfil its regulatory obligations. This will include consideration of whether notification of the outcome, for regulatory purposes, should be given to any appropriate third party such as any other regulatory body with jurisdiction over a Candidate (applicable to Members with multiple memberships and to non-members).

Section 6 - Online Assessments

7. All Candidates are reminded of their own professional ethical obligations under the Actuaries' Code or as applicable to uphold these Regulations.

All Candidates shall have particular regard to the following areas:

Section 6a – Sitting Online assessments

8. Candidates are expected to take responsibility for organising and testing their equipment ahead of any online assessment in accordance with any guidance issued by the IFoA from time to time.
9. Any stored data and/or program facilities must be cleared before any calculator is used for IFoA assessment
10. Candidates who fail to complete the assessment within the timeframe defined by the IFoA will not be given any additional time.
11. Any Candidate who logs on to attempt an assessment but does not upload their submission will be marked as absent and will receive a zero mark and this will count as an attempt on the Candidate's assessment record with the IFoA.

Section 6b – During the Online Assessment

12. 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 assessment period.
13. Candidates are not permitted to communicate with any third party (other than for administrative activities directly related to the assessment) whether by mobile phone, tablet or other electronic device or otherwise during the assessment period.
14. Candidates are not permitted to share their username and password associated with the candidate ARN at any time.
15. Candidates are confirming by submitting answers on the online assessment platform these are entirely their own work and they wish this to be taken into account for the relevant assessment.
16. Candidates are expected to take responsibility for the proper and timely submission of all assessment materials within the allocated assessment period. No materials will be accepted after this time. No material will be accepted by email.

17. Details of what must be submitted shall be determined by the IFoA in accordance with any guidance issued by the IFoA from time to time.
18. Candidates are not permitted to refer to any written or electronic reference material during the assessment.
19. No extra time will be allowed for Candidates who do not use calculators or whose calculator or computer breaks down or there is a loss of internet connection in the course of the assessment.
20. Failure to comply with any of these Regulations may result in an investigation under Part 2 of these Regulations and/or referral for investigation under the formal IFoA disciplinary procedures.

Section 7 - Access Arrangements

21. IFoA complies with the Equality Act 2010, in particular, in the context of the IFoA's assessment provision, the duty to make reasonable adjustments. Candidates are asked to notify the IFoA of their disability on registration where possible so that their needs can be considered and access arrangements made if considered reasonable in the circumstances.
22. Further detail on how to apply for access arrangements can be found in the Access Arrangements Policy. Candidates are expected to make all applications in accordance with this policy, using the correct forms for application together with any supporting evidence as appropriate. Access Arrangement Forms are available online.
23. Candidates who are in receipt of access arrangement accommodations arising from the relevant policy are expected to keep the IFoA updated about any relevant change in circumstances that may affect the appropriateness of those access arrangements. An allegation of inappropriate Candidate use of access arrangements arising from an unreported change in Candidate circumstances may be investigated under Part 2 of these Regulations.

Section 9 – Candidate Assessment Results

24. Success or failure in any assessment will be determined independently of performance in any other assessment.
25. Results for the assessments will be available through the Candidate section of the IFoA website.
26. Submitted answers remain the property of the IFoA. IFoA retains the right to use candidate data to analyse and manage the UK Practice Module assessment.

27. Subject to the right of appeal, all results arising from marked assessments are final and binding. Candidates have the right to appeal against a decision of the Board of Examiners which affects them. [More information about the right to appeal can be found in the Education Appeals Policy.](#)

PART TWO: INVESTIGATION INTO ALLEGATIONS OF REGULATION BREACHES (“INAPPROPRIATE CONDUCT”)

Section 10 - Inappropriate Conduct

28. An allegation of a breach of these Regulations may result in an investigation by the IFoA under Part 2 of these Regulations.
29. Any established breach of these Regulations, at the conclusion of investigation, will be considered to be inappropriate conduct.
30. An established breach of these Regulations may result in the application of an outcome against a Candidate and/or referral for further investigation under the IFoA disciplinary enforcement procedures.
31. Part 2 of these Regulations is applicable to all Candidates.
32. The Board of Examiners has authority to investigate allegations of breaches of the Regulations and to apply appropriate outcomes where a breach is established. Oversight responsibility of this process shall be retained by LLB.
33. A sub-committee of the Board of Examiners, referred to as the Investigation Panel, comprising of one Board Officer and two former Examiners will be established to investigate alleged Regulation breaches by Candidates.
34. The Board of Examiners shall publish a clear and transparent process overview explaining this procedure.
35. In all cases, the rules of natural justice shall be followed by the Investigation Panel in the discharge of its duties. This shall include notification to the Candidate that an investigation is being carried out, and why. It shall include a right to participate in the investigation and a right of appeal.
- i. All decisions must be made following principles of natural justice and fairness, in the public interest. Decisions shall be made having full regard to the principles of fairness, consistency, transparency, proportionality, accountability and targeted regulation.

- ii. Each decision must be promptly and clearly communicated to the affected individual, in writing. The decision must contain reasons why the decision has been made, so that the individual can understand the decision taken.
- iii. The decision must be based on the evidence, following the process as set out, must include an opportunity for the affected individual to provide his/ her view and must include consideration of all of the information collated.
- iv. Each decision shall be taken on the “balance of probability”, meaning that the standard of proof applied by the Investigation Panel shall be in that it is more likely than not that something is or is not the case, rather than beyond all reasonable doubt.
- v. Each decision must be time limited, and contain a right of appeal.
- vi. The Investigation Panel must retain records of points of procedural governance, for example consideration of conflicts of interest and for the purpose of appeal, audit and regulatory oversight. The retention of data must be consistent with data protection obligations.
- vii. A process for routine review and audit of decisions taken under these Regulations, to ensure consistency with these principles shall be followed.

Examples of alleged breaches which may be investigated as inappropriate conduct include the following:

- i. Cheating – failing to comply with the rules governing assessments or any instructions given by the IFoA.
- ii. Colluding – collaborating or communicating with another person to gain advantage by any means, including facilitating or receiving such assistance.
- iii. Personating – appearing or producing work on behalf of another candidate in order to mislead the examiners, or soliciting another individual to act, appear or produce work on your own behalf.
- iv. Plagiarising – including in your work that which has been created by another person (whether published or unpublished).
- v. Using unauthorised material during an online assessment.
- vi. Attempting to bribe an IFoA official or representative;
- vii. Dishonest Practice: this covers any form of practice which attempts to deceive others but which is not specifically identified by the above.
- viii. A repetition of any established finding of inappropriate conduct by a Candidate. This is considered to be a serious breach of these Regulations and an aggravating factor. It is likely that an established finding of repeated inappropriate conduct will be referred for investigation under the IFoA disciplinary process.

36. The publication of a Candidate's assessment results may be withheld pending completion of the investigation.

37. Where a concluded investigation by the Investigation Panel establishes a finding of inappropriate conduct arising from a breach of a Regulation, the Board of Examiners has the discretion to impose one or more of the following:

- i. Candidate will have their assessment mark confirmed and a finding of no inappropriate conduct confirmed.
- ii. Candidate will receive a zero mark for that assessment.
- iii. Candidate will be disqualified from that attempt.
- iv. Candidate will be disqualified from sitting further assessment for a finite and reasoned period of time.
- v. The circumstances will be referred for investigation under the IFoA formal disciplinary procedures. In this situation, the Candidate will be disqualified from sitting further assessments until the concluded outcome of any professional disciplinary investigation.
- vi. Any other proportionate measures deemed appropriate.

38. Written reasons shall be given to the Candidate at conclusion, together with information on how to appeal, if appropriate. More detail about the investigation process and right of appeal can be found in the Education Appeals Policy.

Document control

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