



Institute
and Faculty
of Actuaries

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Role of Independent Examiner (paid role)

Our Engagement and Learning Directorate is seeking to hear from Fellows, Associates and Honorary Fellows who already have experience of setting and marking the Institute and Faculty of Actuaries' (IFoA's) exams (or equivalent experience – professional or academic) and who would now like to be considered for the role of Independent Examiners for the IFoA.

Independent Examiners are appointed by the IFoA to assist in monitoring the quality and standards of university programmes with IFoA exemption agreements. They report to the Accreditation and Verification Manager and ultimately to the Education Committee.

They play a vital role in ensuring that the exemption recommendation process runs smoothly and this has a positive impact on maintaining the quality and standards of university programmes which have exemptions agreements with the IFoA.

This is a senior role with a high level of responsibility and as such we take considerable care in the selection process.

“Task” and “Person” Specification

“Task” Specification

During each year of attachment Independent Examiners will be asked to:

- review and comment on draft exam papers and programme materials
- meet with the university to which they are assigned
- attend the university's Exam Board at the end of the exam and resit periods to agree lists of students recommended for exemptions
- prepare an annual report on the Accredited programme(s), which should address:
 - strengths and shortcomings of the programme
 - the assessment and award processes
 - the programme standards
 - syllabus topics
 - any examples of innovation in the delivery and assessment of the programme
- attend the IFoA's annual review meeting for Accredited university programmes
- attend the IFoA's Independent Examiners meeting.

Support

Once appointed, as a new Independent Examiner, you will receive training and will be paired up with a mentor.

Administrative support for the role will be provided by the Accreditation and Verification Team.

Templates and sample documents will be available to review.

Travel, on our behalf, will be reimbursed in accordance with our policies.

Tenure

The tenure is for one academic year, with a maximum term (renewed annually) of three years for any one programme. Once appointed, you would be part of a bank of Independent Examiners upon which we can draw, each year.

Time commitment

As a guide, our Independent Examiners have indicated that they devote approximately 1 day per month to this role during the course of the academic year, rising to 7 days per month during the exam period of April – June.

Each September, the bank of volunteers is reviewed and we notify those who will be appointed as an Independent Examiner for that academic year.

Person Specification

Members seeking to be appointed as Independent Examiners should ideally have:

- ability to work as part of a team
- experience in actuarial practice and/or are involved in teaching actuarial science programmes
- relevant experience in setting and marking the IFoA's exams, or equivalent
- a good working knowledge of the IFoA's current exam syllabus and structure and awareness of the latest developments
- attention to detail and proof reading skills
- good time management.

In return for being an Independent Examiner the volunteer will:

- engage with academic development and actuarial research
- network with professionals and academic practitioners across a broad spectrum of interests

Claiming CPD

If you intend to use the time spent on this activity when recording your CPD, remember it must be relevant to your work or role and address a personal development need. You should record an appropriate learning outcome. This is in accordance with the [CPD Scheme](#).

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 Partnership and Lifelong Learning 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.

May 2018