



Institute  
and Faculty  
of Actuaries

# COVID-19 – Appendix to Mitigating Circumstances Policy

March 2020

## COVID-19 – Appendix to Mitigating Circumstances Policy

In light of COVID-19, the Institute and Faculty of Actuaries' aim is to support our candidates as best as we can to ensure they are able to maintain progress on their qualifications.

For this reason, in response to the COVID-19 event, we wish to provide an addition to our mitigating circumstance policy, for the April 2020 examination session, tailored to address the current situation and any mitigating circumstance application that may follow.

The definition of mitigating circumstance stays the same: unexpected serious or major event that is beyond the candidate's control that has a significant and materially adverse effect on their performance in an IFoA assessment.

However, the below details must be considered by the candidates when applying for mitigation:

<b>Applications and supporting evidence</b>
<p>It is usual that applications must be submitted within 7 calendar days from the assessment date with any supporting evidence available at the time. For this session the IFoA will accept applications for consideration including all supporting evidence until June 16 2020. After this date the IFoA will not accept any applications. This is to ensure that the assessment process can be completed and results deadlines can be met.</p>
<b>Guidance on Evidence Required to Support Mitigating Circumstances</b>
<p>Serious illness- candidates may not be able to provide updated medical evidence due to the lack of access to resources from health systems. IFoA will temporarily consider a self-certificate and a note from the employer (if available) to confirm the situation until the candidate can provide updated evidence (if this is possible). The IFoA will also consider a prescription dated at the time of the examination. Candidates are reminded that they may also provide other relevant information to support their mitigating circumstances application.</p>
<b>Circumstances that may not meet definition of Mitigating</b>
<p>The IFoA is fully aware of the severity of the current situation surrounding COVID-19 and the global disruption that this is causing. After much thought and consideration the IFoA decided to proceed with online assessment for the majority of our upcoming April 2020 exams, as set out on our <a href="#">website</a>. This is to allow candidates who wish to and are able to proceed to assessment in April the opportunity to do so. There is however no requirement for any candidate to proceed with assessment at this time and candidates have been given the opportunity to receive a refund of exam fees paid for this session should they decide not to proceed to April 2020 assessment. Please see the IFoA refund information for COVID-19 for details. Candidates are reminded of the IFoA information of Tuesday 31 March 2020, which confirmed that any candidate who is unwell or displaying COVID -19 symptoms immediately prior to their assessment but decides to sit the assessment will not be eligible for mitigating circumstances and should not apply. In addition, candidates who do not feel that they are in a position to sit the assessment at this time because of the general disruption that COVID-19 is causing, should not do so. Applications for mitigating circumstances because of general disruption caused by COVID-19 will not be considered. For candidates who unexpectedly become unwell during the assessment whether due to COVID-19 or</p>

otherwise, it will be open to such candidates to apply for mitigating circumstances in accordance with the policy and this appendix.

Should candidates apply on the basis that they run out of time while completing and uploading the exam, the application will not be considered by the Review Panel. Only proven technical issues will be considered. For those subjects that have been moved online due to COVID-19, the IFoA has already investigated and taken into account any requirements to include additional time to the exam.



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