



Institute
and Faculty
of Actuaries

Exam Guidance and Behaviours

for the online examinations

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1. Fire alarms

- I. Candidates are responsible for checking the building where they have chosen to sit their exam to ensure there are no scheduled fire alarms. If a fire alarm is scheduled to take place during the examination, it is the candidate's responsibility to source another venue prior to the examination sitting.
- II. If a fire alarm occurs, safety is considered a priority – students should leave the building if required. While evacuated from the building candidates must not discuss their examination with anyone.
- III. Once candidates return to their exam, they must complete the paper to the best of their ability. No time will automatically be added.
- IV. Once the exam has finished, if candidates consider their performance has been impacted, then they should complete an [Online Exam Incident form](#). These must be submitted within seven calendar days of the assessment date. We will respond advising of any action that is considered appropriate within fourteen calendar days of the assessment date.

2. Platform issues (Uploading & Downloading)

- I. Candidates will receive instructions relating to their online exam 2 weeks prior to the examination. Candidates are required to check they have access to the online exam portal at least 2 weeks prior to their exam date. The online exam portal will require candidates to test the functionality of the platform with their equipment.
- II. If a candidate has any issues prior to their exam date, they need contact the Examinations team, contact details below, immediately.
- III. If we experience problems with the exam platform during the exam, candidates should complete their exam and send their exam documents to the Examinations team by email, address below. Candidates must not amend or save their documents after the published exam finish time.
- IV. More detailed instructions on our contingency plans if we experience online platform problems will be issued with the instructions 2 weeks prior to the exam.
- V. Once the exam has finished, if candidates consider their performance has been impacted, then they should complete an [Online Exam Incident form](#). These must be submitted within seven calendar days of the assessment date. We will respond advising of any action that is considered appropriate within fourteen calendar days of the assessment date.

3. Internet / Electric connectivity

- I. If a candidate has any issues prior to their exam date, they must contact the Examinations team. If the issue stems from the students system, they will then have time to fix the issues before the exam.
- II. If the candidate has system issues during the exam, candidates should complete their exam and send their exam documents to the Examinations team by email, address below. Candidates must not amend or save their documents after the published exam finish time. System issues could relate to internet connection or electricity failing.
- III. Once the exam has finished, if candidates consider their performance has been impacted, then they should complete an [Online Exam Incident form](#). These must be submitted within seven calendar days of the assessment date. We will respond advising of any action that is considered appropriate within fourteen calendar days of the assessment date.

4. Software / Packages

Students are responsible for checking they have the correct software/package downloaded prior to the exam. As this is a web based exam environment, both Mac and Windows will be suitable. Please see below the list of recommended packages students should use for their examinations:

Microsoft Office 2007

Microsoft Office 2007 is the minimum version acceptable, any later versions of Microsoft Office will be sufficient.

Adobe Reader

To ensure that you are able to open these documents, please ensure that you have the latest version of Adobe Reader (<http://get.adobe.com/reader/>)

'R' System

Examination	Version of R required	Version of R Studio required	Packages required
CS1B	3.5.2	1.1.463	Read CS1/2 guide for further details
CS2B	3.5.2	1.1.463	Read CS1/2 guide for further details

Internet connection

We recommend a wired connection.

Up to date web browser

Please ensure that you are using the latest version of your web browser.

1. Dos & Don'ts

Candidates must do the following:

- Candidates must ensure that their email & contact details, with the IFoA are up to date and correct prior to their examination.
- Candidates must ensure they have the up to date software / programs for their examination.
- Candidates must ensure they have tested the exam platform 2 weeks prior to their examination.
- Candidates must ensure they have checked for any scheduled fire alarms.
- Candidates are allowed the use their own Formula and Table's during the examination.
- Candidates are able to use the following calculators: Casio FX82 (with or without any suffix), Sharp EL531 (with or without any prefix or suffix), Casio FX83 (with or without any suffix), Texas Instruments BA II Plus (with or without any suffix), Casio FX85 (with or without any suffix), Texas Instruments TI-30 (with or without any suffix) or Hewlett Packard HP12c (with or without any suffix).
- Candidates may refer to any written or electronic reference material provided as part of the examination day guidance documentation. All required data will normally be supplied electronically at the start of the examination time. In some circumstances, data sets may be issued ahead of the examination.
- File names must include the candidate's ARN and each Word file should also contain the candidate's ARN as a header or footer.
- Saving work is the candidate's responsibility. Failure to do so will not be considered a mitigating circumstance.
- It is the candidate's responsibility to ensure that all required files are submitted within the stated timelines. Late submissions and documents found to be modified outside the examination time will be investigated and may not be marked.
- Online examinations will be supervised via the online platform and, therefore, do not require an invigilator present at the Candidate's chosen examination location, However where a number of candidates are taking the examination in a company office, or other location, they will need an invigilator to be provided.
- Candidates must download the examination assignment and any associated materials at the start of the examination time stated. All given times are GMT/BST. Please note that these will not be available at any other time.

Candidates must not do the following:

- Candidates are not permitted to discuss their examinations with others while the examination is in a progress.
- Candidates are not permitted to use the internet, other than for activities directly related to the exam, while the examination is in a progress but are permitted to refer to their own personal notes and course materials.
- Candidates are not permitted to use their phones, or other electronic devices excluding permitted calculators, while the examination is in a progress.
- Candidates are not permitted to share or discuss any pre-course work materials.
- Candidates are not permitted to have any help or support while the examination is in a progress.
- Candidates are not permitted to share their username or password.
- Candidates must not use an imported e-template or pre-configured templates unless provided as part of the examination material.
- Examination submissions will only be accepted in the specified file format e.g. If MS Word is specified then PDF submissions will not be accepted.
- Candidates are confirming by submitting the required files that all the material is entirely their own work and they wish this to be taken into account for the relevant assessment. Use of the internet is not permitted to help candidates during examination.

Contact Details

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