



# Professional Awareness Test

## Instructions to candidates

Candidates are asked to read and familiarise themselves with the exam entry instructions and exam regulations found in the Students section on our website, before submitting an application for exam entry.

**You must also carefully read any instructions that appear on the screens while you take the test.**

### Outline of the test

The Professional Awareness Test is offered as an online exam. It will consist of five questions to answer, one covering each of the five core principles of the Actuaries' Code.

Each question will have THREE parts.

- Part 1 is based directly on the wording of the Actuaries' Code, and is worth up to 5 marks.
- Part 2 describes a situation, and then poses a question with three possible solutions. Not all possible practical options are included – you should pick the best from those offered. There are up to 10 marks available for this question.
- Part 3 of each question will then ask an additional question, taking the original situation a stage further. This is worth up to another 5 marks.

Each of the answer options in parts 2 and 3 of the questions has a different point score to reflect the judgement that you need to apply when thinking about your response.

Note that in this exam you will not be able to return to an earlier question (or question part) to answer it later or to change your answer. You will have plenty of time to consider each question and to answer it carefully.

To answer the questions you should use your own judgement of the situations given and of the principles that underpin the Actuaries' Code.

The main reference document is the Actuaries' Code itself, and you should have a copy of this available when you take the test. You should complete the test without the help of anyone else.

The test has a time limit of 90 minutes. It does not require supervision, but you should ensure that you take it at a time and place where you will be undisturbed. You will not be able to pause the test and return later on.

### Applying for the test

Candidates that have entered for the exam will be issued with a unique access code, which will be emailed to the address we have noted as your preferred one. You should receive this within 4 weeks of submitting your

application. This code is only valid for **one** sitting and candidates will need to submit a new exam entry application for each further attempt as required.

There are no restrictions on the number of attempts that candidates may have but there is a period of 4 weeks before a further attempt can be made. An exam entry application must be submitted for each attempt.

The Professional Awareness Test online exam has the following IT requirements for optimal use:

- 2.33GHz Single core CPU or 1.2GHz Dual core CPU or faster PC with 1Gb RAM.
- 1024x768+ screen resolution; Graphics card with at least 64Mb of memory.
- Internet Explorer 7 or 8 or Mozilla Firefox 3 and above
- Adobe Flash player 10.16 plug-in
- Bandwidth 512Kbps

Please note that we cannot be responsible for issues with users' PCs or internet connections but should any issues result in the user being logged out of the test, this would be recorded and extra time allowed where appropriate. Please let us know as soon as possible if this occurs.

### **Submission of entry**

Candidates must complete and return the application form to the Education Services Team in Oxford.

The online entry service is not currently available for the Professional Awareness Test.

### **Confirmation of entry**

An email confirmation will be sent to candidates within five working days of their application being received.

### **Fees**

There is no fee for this test.

### **Results**

Once you have submitted your answers you will be notified immediately on screen as to whether you have passed or failed this attempt. **You should take a screen print of this for your records.**

### **Mitigating circumstances**

As this is a multiple choice exam we cannot accept applications for mitigating circumstances afterwards.