



UK Practice Modules online

Instructions for all examination candidates

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

Outline of service

The UK Practice Modules are offered as online examinations for each subject. Each exam will consist of multiple choice questions covering both the generic and specialist parts of each subject. The exam lasts for 90 minutes. Candidates may enter at any time throughout the year. Study material is available from ActEd as usual.

Candidates that have entered for the exams will be issued with a unique access code. 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 at each subject 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 UK Practice Module online exam requires the following:

- 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 plug-in
- Bandwidth 512Kbps

Please note that we cannot be responsible for issues with users' PC or internet connection but should any issues result in the user being logged out of the test, this would be recorded and extra time allowed where appropriate.

Submission of entry

Candidates must complete and return the entry form to the Education Services Team in Oxford. All forms **MUST** be accompanied by the correct fee.

The online entry service is not currently available for the online UK Practice Modules examinations.

Confirmation of entry

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

Applications will be processed within four weeks of receipt.

Following receipt of an application, the supervisor will be contacted with details of the supervision requirements. Once confirmation has been received from the supervisor, the candidate will be sent an e-mail including the required access code and the link for the examination site. Please note that the access code will only be valid for 90 days from date of issue.

Fees

Candidates must pay the examination fee at the time of application. Candidates paying by BACS must ensure that a copy of the remittance advice has been included with their application.

Exam entry applications will not be accepted unless the candidate has paid all entrance fees, subscription, tuition, exemption and examination fees that may be due, and has complied with the Examination Regulations and with the requirements of the Bye-Laws of the Faculty and Institute of Actuaries. **Forms without a valid payment will not be processed.**

Syllabus

The questions you receive will be based on the syllabus for the year in which your exam entry is processed. Therefore, if your entry is processed in December 2016, but you do not sit the exam until January 2017, you will receive questions based on the 2016 syllabus. Your access code is valid for 90 days and if the exam is not taken within this time, you will need to submit a new application and this may affect the date of the exam syllabus used for your questions.

Sitting the exam

Each sitting of the UK Practice Modules online must be taken under exam conditions and supervised where possible by a Fellow of the Faculty and Institute of Actuaries or other actuarial body. Candidates must provide details of their intended supervisor as part of their exam entry application.

Questions do not have to be answered in order and you can return to an answer and change it.

Results

Once you have submitted your answers you will be notified immediately on screen as to whether you have passed or failed this attempt.

The pass lists will be published on the first working day of each month, for the period of the 21st of the previous month to the 20th of that month, eg the results for 21st May - 20th June will be published on 1 July, or the next working day. Your result will appear on your Exam History in your account on the website..

Exam entry policies

No refunds can be provided for UK Practice Module exam entry payments. Please visit the exams section of our website at www.actuaries.org.uk for full details of our current policies.

We regret that as this is a multiple choice exam, we cannot accept applications for mitigating circumstances.

Candidates must not bring into the examination room their own notes or books, they must leave their bags and coats away from their desks at the sides of the examination room. The Institute and Faculty of Actuaries bear no responsibility for loss or theft of possessions whilst examinations are being taken.

Mobile telephones must be switched off and kept away from the desks.

Receipts

Receipts can be printed from your account on the website once your exam entry has been processed.