IFoA Exam Preparation Webinar

31st August 2022

Purpose of Today's Session

Focus on:

- Practical preparation for the exam:
    - Getting ready for the examinations
    - Equipment check
    - Key information from the Assessment Regulations & Exam Handbook

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Agenda

- Introduction

- Essential reading

- Preparing your system for the examination

- Examination day

- Important information

- Q&A

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Introductions

- Who we are

- Interactive session

- Noted your feedback from previous sessions

- Generic themes – for all exams

- Post your questions

- Post your comments

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Question 1

Question 2

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Question 3

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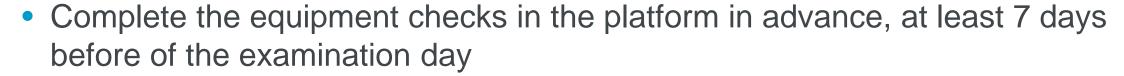of Actuaries

Getting Set Up

Before your exam, make sure you read

- The September 2022 Exam Handbook

- Assessment Regulations

- Your joining instructions

- CS/CM guides

- R guide

- Pre-exam instructions
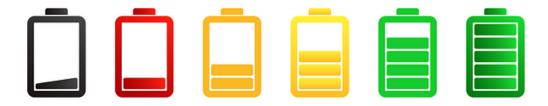
- Exam Instructions

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Logistics - IT & Power supply

- Printer (for exam paper)

- Fully charged devices

- Check everything's plugged in

- Complete the equipment checks in the platform in advance, at least 7 days before of the examination day

- Contact Exam Support if you have issues during the examination

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Exam Platform Equipment Checks

- You need complete the exam platform equipment check for every examination you are attending at **least 7 days** before your exam.

- Completing the equipment check allows you to see if you can download a practice exam paper onto your device, and then upload a practice file.

- If you experience any issue with the equipment check in the period leading up to your exams, you will have enough time to resolve the issue with us.

- We want you to have an easy experience during the examination day so completing the equipment test will avoid unnecessary stress.

- The equipment check will replicate the examination day.

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Why is completing the equipment check important?

- You will need to complete the equipment check for every examination you are attempting.

- You can complete the platform equipment check on as many devices as you wish. If you decide to change your device, e.g. moving from your work to home computer, you can test it in advance of the exam.

- If you haven't completed the equipment check for the platform, you will **not** be able to download the examination paper.

- If you are sitting your exam on a company device, it allows enough time to allow the online platform through any firewalls etc. that might block access.

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How to complete the platform equipment check

- You should have now have access to the joining instructions on the Members' area of the website.

- You should have also received an email from alerts@onlinepracticalexams.org.uk . This would have give you access to the examination platform and advised you to complete the equipment check for the exams you are attempting.

- If you haven't received this email please email examsupport@actuaries.org.uk.

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How to complete the platform

- The email from alerts@onlinepracticalexams.org.uk will contain a URL. You will be invited to create a password to access the online platform. Please remember to save the password.

- Next, you will need to confirm your mobile number for an authentication code.

- If you don't receive the code, please email examsupport@actuaries.org.uk.

- Enter the code within 15 minutes and you will be able to access the online platform.

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Conducting your equipment test: Demonstration

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Upload Window

- All candidates have 30 minutes from the time their exam ends to upload their script to the online exam platform.

- At the **start** of your exam, we recommend making sure your file has the correct name convention:

    - ARN_Subject_Paper – For examinations with two papers.

    - ARN_Subject – For examinations with one paper.

- Do **not** edit or amend your exam paper within the 30 minute upload window. **If** you do, your paper will **not** be marked.

- It is also important that you save your submission during the examination in a specific location. This will make easier the upload process.

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Recap:

1. If you don't complete your equipment check before the exam, you **won't** be able to access your script on the day

2. If you edit or amend your exam paper during the 30 minute load window it will **not** be marked

Examinations tips

Logistics - Ergonomics

- Plan your environment

- Desk layout

- Lighting & Heating

- Food & Drink

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Logistics - Timekeeping

- Exams are in UK time

- Set the correct time on your computer

- Clock within eyeline

- Mobile phone alarm to replicate invigilator warnings

  – Consider setting timer for each question

  – 30 minutes to go warning

  – 10 minutes to go warning

  – etc

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Key Information from Exam Handbook

- Minimum requirements are Microsoft 2013. Don't use online Google docs or Microsoft 365 online

- Uploaded files must be:

    - .Docx,

    - .xlsx

    - **No PDF or JPEG or Open Source files**

- Ensure you have a file extractor on your device

- Make sure your typed answers are visible to mark: No hidden text, track changes, Excel tabs that are hidden.

- Candidate are not permitted to handwrite answers and insert images into their exam paper(s).

Key Information from Exam Handbook

- Candidates are permitted to use Microsoft Equation editor + Goal Seek

- Candidates are **not permissed to use:** Rmarkdown, knitR, MathMIL, Open Math OM Doc

- Candidates may use excel to help with their calculations. Remember though:

  – Examiners will want to see your calculations and method.

  – If you copy from Excel into MS Word, make sure the formulae is **not** linked from the Excel.

- Read through and practice using the Standard Keyboard Notations. You can copy the notations from the handbook into your exam paper.

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Emergency Situations

- Completing your equipment check if the best way to avoid problems on the day of your exam.

- If you experience any download or upload issues you **must** call:

+44 (0) 1865 268 873

- We will not accept any script via email unless you are given authorisation over the phone.

- If you experience any disruption during your exam such as power failure, internet issues, general disruption, please keep a log and as gather as much evidence as possible. You will need to submit a Mitigating Circumstances application by the set deadline.

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Summary

- Read all the important documentation ahead of the examinations.

- Complete the equipment checks

- Ensure your submission is modified within the exam time.

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Resources and Links

General advice on preparing for the exams
https://actuaries.org.uk/qualify/

Qualification Handbook
www.actuaries.org.uk/studying/student-and-exam-news/qualification-handbook

Examinations handbook (April 2022 exams)
https://actuaries.org.uk/qualify/my-exams/ifoa-exams/

Command verbs (list, discuss, explain) and their definitions
https://actuaries.org.uk/qualify/prepare-for-your-exams/command-verbs-used-in-the-associate-and-fellowship-exams/

Assessment regulations – link in Qualification Handbook
www.actuaries.org.uk/studying/prepare-your-exams/assessment-regulations

Learning change programme
www.actuaries.org.uk/about-us/reinventing-profession/learning-change-programme

Questions

Comments

Expressions of individual views by members of the Institute and Faculty of Actuaries and its staff are encouraged.

The views expressed in this presentation are those of the presenter.

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Close

- Thank you!

- Did this webinar meet your expectations?

- Suggestions for improvement

- Other issues you'd like us to cover

- Send us your feedback (QR Code)

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