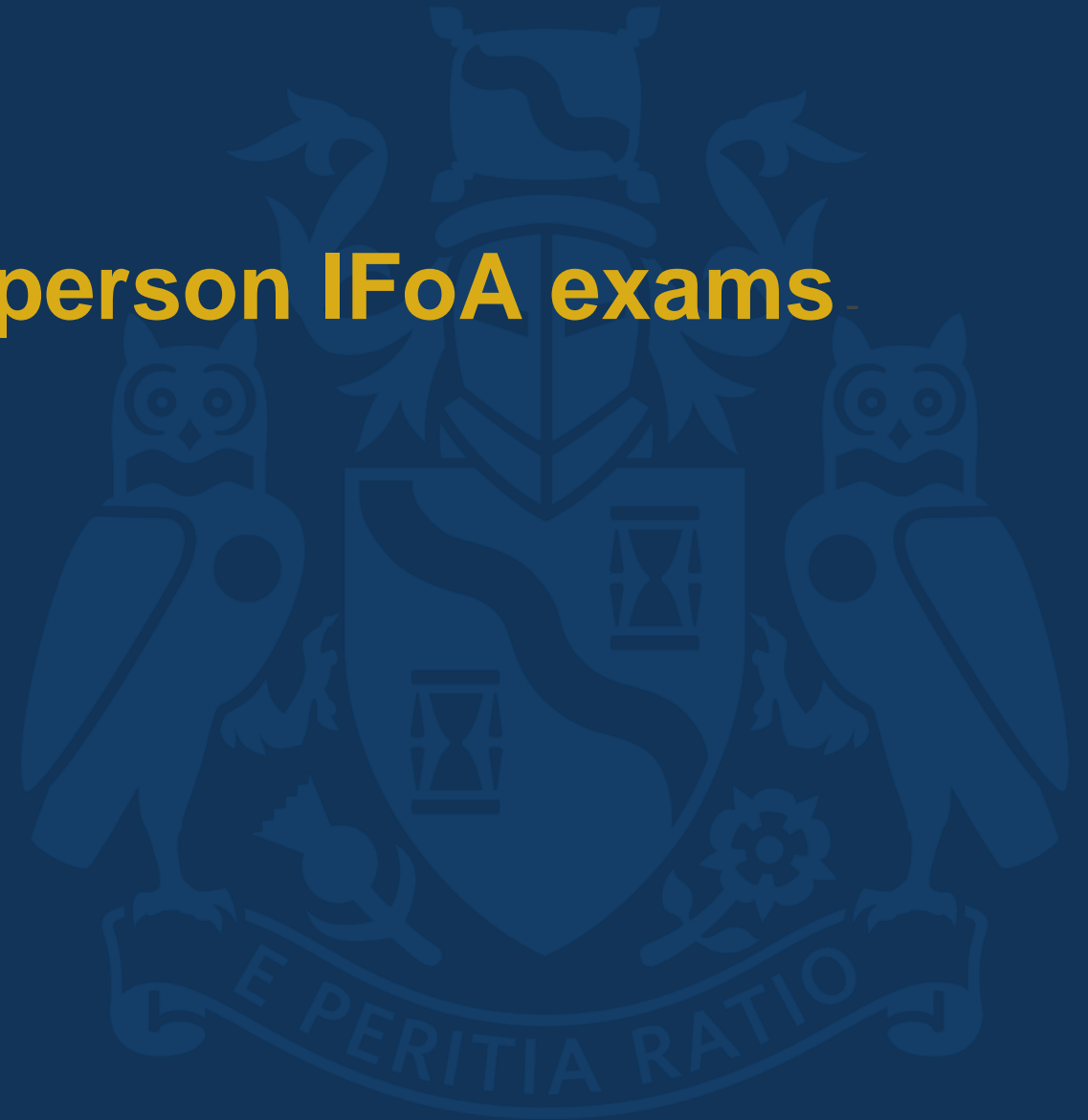




Institute
and Faculty
of Actuaries

Preparing for April 2025 in person IFoA exams

What to expect in your venue



Agenda

- Introduction and overview
- Before Exam Day
- Exam Day
- After Exam Day
- Q&A

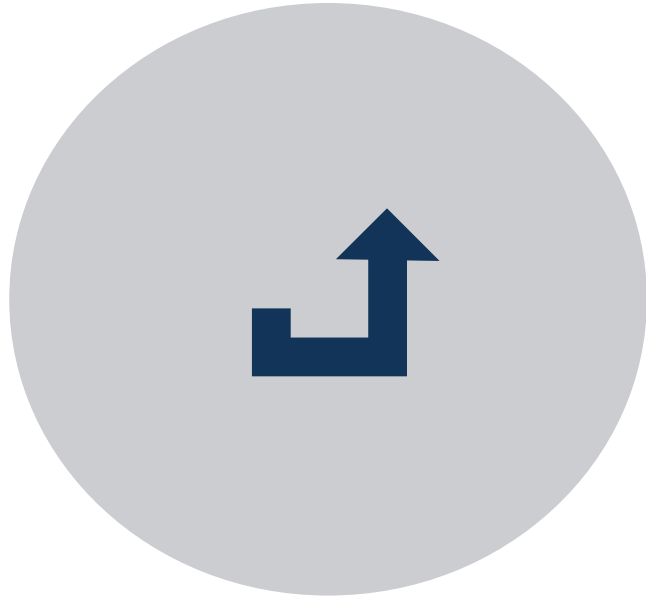


Introduction

- Challenges
- Security
- Integrity
- Allocations



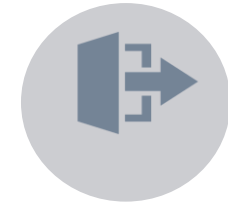
In venue exams



BEFORE
EXAM DAY



EXAM DAY



AFTER EXAM DAY

Before Exam Day timeline

- Check you can receive emails about your examination
- Create an account and verify your details on the examination platform
- Review your joining instructions.
- Candidates sitting via remote invigilation to download pre-exam materials for CS1B and CS2B.

Download pre-exam materials for CP3 from the examination platform.

- Check examination platform username and password.

Exam Day - 14

Exam Day - 3

Exam Day -1

Exam Day



Before Exam day - Pre-planning



LOCATE VENUE



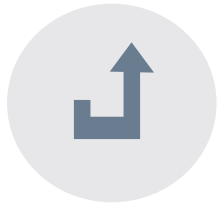
TRANSPORT PLAN



PREPARE PACK
(PACK LIGHTLY)

Check - <https://actuaries.org.uk/qualify/prepare-for-your-exams/exam-centres>

In venue exams



BEFORE EXAM DAY



EXAM DAY



AFTER EXAM DAY

Exam Day - Arrival



ARRIVAL



PROOF OF ID



STORE
BELONGINGS

Exam Day - arrival

- **Arrival**

- Arrive at the Examination Centre at least 1 hour before the examination
- Candidates will not be allowed to enter their examination more than 30 minutes after the start of the examination.

- **Proof of ID**

- You must provide valid proof of ID otherwise you will not be permitted to sit the exam.
- Acceptable forms of ID include driver's licence/ Passport / Temporary government-issued ID / Any other government-issued ID card (including digital IDs)
- Your name on your ID document must match the exam registration details, and you must resemble the photo on your ID

Exam Day - arrival

- **Proof of ID (continued)**
 - You cannot use expired or photocopied ID as proof of ID.
- **Items permitted / not permitted in the examination room**
 - Only bring permitted items into the examination room
 - See following tables and refer to Appendix A ‘Examination Rules for Examination Centre Candidates’
- **Store your belongings**
 - Any non-permitted items need to be stored
 - E.g. outer wear (coats, jackets, hats, caps and scarfs etc) need to be stored

Items permitted in the examination room

- Candidate's ID
- IFoA Formula and Tables.
 - Candidates can bring their own hard copy of F&T.
 - The IFoA will accept annotated copies, however, they must not include post-it notes or scrap pieces of paper.
 - A PDF version of F&T will be available via the examination platform
- One sheet of paper containing Candidate's username /password.
- A pencil and/or a pen, ruler and eraser
- A calculator (any make or model).
- For CP3, printed copy of the pre-examination materials, which can be annotated
- Small snacks, for example fruit or a snack bar are permitted, along with water which must be in a screw top bottle
- A pair of non-electronic earplugs or ear defenders.
- Medication and specialist medical equipment, as agreed with IFoA as part of an Access and Inclusion Arrangement.

Rules – what you cannot bring with you

- No watches / clocks of any kind.
- No coats, jackets, hoodies, and other outerwear such as hats, caps and scarfs. Religious headwear is permitted
- No study text, revision cards, course notes, textbooks or past papers.
- No digital devices such as iPods, tablets, phones or smartwatches.
- Candidates must turn off all electronic devices such as mobile phones, tablets and anything with an alarm.
- No electronic or digital headphones or Bluetooth earpieces
- No form of digital, electronic, recording, programmable or technological / web enabled equipment.
- No other documents, including notebooks, dictionaries, language dictionaries etc.
- No computer devices other than those being provided by the Examination Centre.



Exam Day - Set up



SEAT



EQUIPMENT



LOG ON

Exam Equipment

All equipment you need to sit your exam will be provided at the exam centre.

- **Seat**

- Students will be given their seat numbers at the test centre and as part of the registration process.

- **Laptops**

- Exams must be completed on the laptop provided
- Alternative arrangements may be in place for those with access and inclusion arrangements
- You will access the online exam system via the browser on your laptop
- All laptops will be set up ready for the exam.
- Own mouse / laptop can't be used unless you have approved access requirements.
- All exams will be taken on one single screen.

- **Online Exam Platform login**

- Log into examination platform using your username and password

Exam Equipment

- **Exam papers**

- You can access the online exam system using the browser on your exam centre laptop.
- You will need to download the exam paper to your machine for reference during the exam.
- For those who have previously sat IFoA exams, the online exam system you will be using, will be the same one used in previous exam sessions.
- Hard copies of the exam papers will not be provided.
- Those sitting in test centres will have all equipment supplied, including software needs and CS pre-exam materials installed.

- **R**

- Laptops will have all required packages for R preinstalled
- The latest version of R
- Use of R or R Studio is permitted for CS1 and CS2 A papers (required for B papers)

- **Exam Answers**

- Candidates will need to save their exam answer script to the desktop of the machine. The autosave feature will not be available during your examination. It is essential that you save your work regularly throughout the exam to prevent any loss of progress”

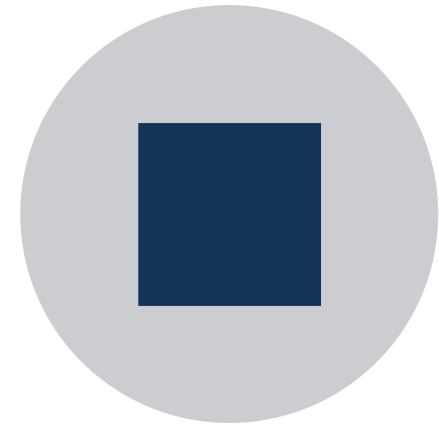
Exam Day – During the exam



START



DURATION



END

Exam Invigilation

- All exam centres will have invigilators in the room who will be monitoring all activity to ensure the integrity of our exams is maintained.
- They will maintain an attendance register and a record of the seating plan
- They will note any incidents that may occur which may impact your performance during the exam
- You are expected to adhere to the Assessment Regulations during your exam and to fulfil your IFoA regulatory obligations, including the Actuaries' Code ethical obligations of conduct

Completing your exam

- **Closed Book**

- All exams will be closed book
- The only exception is the Communications Practice exam (CP3), where exam candidates are permitted to bring the advanced material into the exam room, along with any notes they have made in relation to the advanced material. No additional notes will be accepted outside of the printed materials, so no additional pieces of paper.

- **Completion of submission on laptop**

- Exams must be completed on the laptops provided
- Answers need to be completed in required format (e.g. word / excel)
- Alternative arrangements may be in place for those with access and inclusion arrangements.
- Candidates may use a blank Excel spreadsheet as a calculating tool. All devices will have Excel pre-installed ahead of exam day.

Completing your exam

- **Bathroom breaks**
 - Candidates will need to raise their hand, wait for an invigilator to arrive at their table, notify their invigilator and then be escorted to the bathroom. There is no limit to bathroom breaks.
- **Access to scrap paper**
 - The exam centre will provide scrap paper and a pencil or pen for you to make notes during the exam. Candidates will need to raise their hand and ask for scrap paper from the invigilator.
- **End of the exam**
 - Candidates must stop writing immediately, when the Examination Invigilator informs them that the examination time has ended.
- **Upload your exam submission**
 - Once you have completed the exam you will need to save your exam submission
 - And then upload your submission using the exam system on the laptop provided.
 - Candidates must include their ARN on their examination answer file name.
 - Candidates must not save or change the file name after the examination time ends, including during the 30-minute upload window.

Completing your exam

- **Upload your exam submission (continued)**
 - For those who have previously sat exams, you will be familiar with the online exam system as this will not be changing.
 - You will receive an email receipt of your submission.
- Candidates cannot leave within the last 30min of the exam.

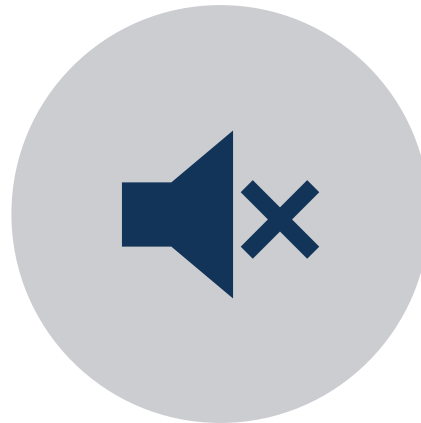
Useful IFoA Regulations and Rules

- **Candidates should read and adhere to the following IFoA Regulations and Rules:**
 - IFoA Examination Handbook
 - The IFoA Qualification Handbook
 - The IFoA Assessment Regulations
 - The IFoA Examination Rules

Exam Day – as you leave the exam room



HAND IN SCRAP
PAPER



LEAVE QUIETLY



COLLECT
BELONGINGS

After Exam Day



BEFORE EXAM DAY



EXAM DAY



AFTER EXAM
DAY

After the Exam



MITIGATING
CIRCUMSTANCES?



QUERIES ABOUT
THE EXAM?



RELAX

After the Exam

- **Mitigating Circumstances**

- If you feel your exam efforts have been impacted by something out of your control, we encourage you to apply for Mitigating Circumstances.
- Should you wish to submit a mitigating circumstances application, you must keep a log of the issues and the time you have been affected, and screenshots where relevant.
- Visit the IFoA website for the IFoA's Mitigating Circumstances policy.

- **Queries about the Exam**

- Any queries on examination content should be raised after the examination has finished by emailing exams@actuaries.org.uk.

- **Other useful documents**

- IFoA Assessment Appeals Policy
- IFoA Inappropriate Conduct Appeals Policy
- IFoA Membership Complaints Policy

Questions

Comments



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