

Q&A: IFoA Exam Preparation Webinar: Sitting your Exam: A How to Guide

Q1: I noticed on the email that this can count towards CPD, is the same the case for PPD?

A: As this webinar is about the IFoA's exams, PPD is about your workbased learning so this would not cover towards PPD recording.

Q2: Will the recording of the session be uploaded somewhere?

A: It will be available within the VLE around 48 hours after the webinar.

Q3: Can I use my physical non programmable scientific calculator to solve definite integrals?

A: You can use a physical calculator during your exam to help answer your examinations

Q4: Can we add excel sheet in word or we need to copy paste from excel and write a note below?

A: Candidates are permitted to paste from excel into word. Copying excel sheets causes problems when it is linked to a excel file.

Q5: I am a student member of the IFoA and tried to access the Assessment Regulations but was denied access despite being signed in. How should I resolve this?

A: We are aware there is a problem access the assessment regulations today. We are currently working it make it accessible to all members.

Q6: Can you create your exam script before the exam time - for example can I create and save my word document at 8am for a 9am exam - Or will this be flagged similar to modifying you exam after the exam time.

A: We ask that candidates create their file when the exam starts. You are permitted to prepare the file name to copy into the file name when the exams begins.

Q7: Are we allowed to copy paste the formulae?

A: Candidates are permitted to copy excel formulae / workings out from excel into word.

Q8: If my exam starts at 9am and lasts 3h 30min, can I save my exam script at 12:30pm or must I save it at 12:29pm (at the latest)?

A: You have to create the document at the start of the exam. You cannot create ahead of the examination start time.

Q9: The assessment regulations handbook is not available to IFoA non-members. Is there a way for non-members to access this handbook?

A: Handbook is on the IFoA website and you will also find it in the examination platform.

Q10: For R how can one copy paste into word as the formatting changes but is required by ifoa that we have same formatting as R?

A: Information on how to copy and paste can be found on the R guide

Q11: As we are not allowed to copy paste from one document to our answer sheet. so, are we allowed to copy paste from question paper to our answer sheet

A: Candidate may copy data from the exam paper into their answer

Q12: Will there be any need of web camera for the exam?

A: You do not need to have a web camera for the exam.

Q13: Are we allowed to copy paste the formulae?

A: Candidates are permitted to copy their formulae from Excel into their exam paper

Q14: Sitting the exam outside the UK time zone, does my computer time need to be UK time or my local time?

A: No, it should be on your local time.

Q15: Can I use MS Word 2007 for CS exam?

A: The recommended minimum acceptable version is Microsoft Office 2013.

Q16: Can we copy and paste figures and numbers used before in the word doc to use it downwards

A: Yes, that is allowed.

Q17: Is the notation for mathematical formulae open to any reasonable representation or can only the suggested forms on the IFoA website?

A: The Standard Keyboard Notation is a recommendations. You could use other notations but make sure this will be understood by the markers.

Q18: What happens if there is a power cut/wifi goes down during the exam + upload time?

A: You will need to contact Exam Support at the end of the exam and a code will be given to you so the submission can be emailed. However, submissions will be reviewed and only those last modified within the exam time will be accepted. If you believe the power cut affected your performance during the exam you will be able to apply for mitigating circumstances.

Q19: For CP2, since all the formula to be used in the exam will be provided, but I've seen some past year solutions they will mention what formula is used to calculate the required figures in Methodology part. For this can I just snip the formula provided in question paper to my word file? or must I type out the formula used

A: The formula from the paper can be copied.

Q20: Hi! me and one more guy live in same hostel and we both are appearing for same exam ... does that cause any trouble?

A: You need to make sure that you follow the Assessment Regulations.

Q21: If laptop stop working during exam are we allowed to start the paper on another laptop and when the laptop start working again copy paste the same in one file?

A: Yes, candidates can send their script to themselves only to access on another device.

Q22: Can I create a word doc before the start of the exam with the page numbers, question numbers etc. as some of the formatting can take up time.

A: No, documents need to be created at the start of the exam time.

Q23: Do I need to turn on my webcam or microphone during the exam?

A: You don't need to use a webcam or microphone during the exam

Q24: Do we have to write the title of our solutions for question 1, question 2, etc. in a specific format? or as long as it is clear enough to see which question and sub-question that we are answering for is good enough?

A: As long as it is clear the format does not matter. Adding the number of the question/question part would be enough.

Q25: I was able to upload my word file with word 2010 .. does that mean that I can use ms word 2010 for my answer script ?

A: The recommended minimum acceptable version is Microsoft Office 2013.

Q26: Will we be required to be connected to the internet for the entire duration of the exam Or is it only required for an upload and download use? I'm concerned for cases of loadshedding where I might have trouble with connectivity.

A: You will only need to be connected for the download and upload processes.

Q27: Is it ok to use MS Word equation editor?

A: Yes, that is allowed.

Q28: I am allowed to insert my excel workings into my word document as a screenshot?.

A: Candidates are permitted to copy excel workings into your MS word answer.

Q29: When I did the equipment checks, the "exam paper" was just two sheets with "This is your exam paper" at the top (or something similar to that wording". The rest was blank. Is this what it was supposed to look like or should there be more?

A: That is how it was supposed to look.

Q30: We can do the equipment check on more than one device?

A: Yes, you can do it in as many devices as you want. However, it is important you do it on the device you will be using on the exam day.

Q31: Do non-members have any access to any syllabus material? If yes where can we access it.

A: The syllabus documents are available via the IFoA website under 'Curriculum'.

Q32: Which R version we have to use for our exams?

A: Please see the R Guide, which is available from the IFoA website which will have the most up to date guide.

Q34: If we pass the equipment check now, are we guaranteed to have no issues on the day? Do we download the exam to our PC or do we view on the exam portal?

A: The equipment checks are designed to make sure you can download/upload in advance. We cannot guarantee that your local device won't experience any issues with internet/power on the day on the exam.

Q35: If I am fast when typing using equation editor, is there any harm in doing so during the exam? Or else, I am restricted to type only using the keyboard shortcuts provided on the IFoA website?

A: Candidates are permitted to use Equation editor within MS word or excel.

Q36: The Examinations Handbook mentions that our file name must contain the ARN, subject, session, and paper. Here, what does paper refer to?

A: This means the specific paper you are sitting, for example, CB1 or SA7

Q37: Are we allowed to insert screenshot of excel or question paper to our word document as part of the explanation to our answer.

A: Candidates should not be putting screenshots into their exam paper.

Q38: Do I need to copy my R work on ms Word and then have to submit it

A: Yes, the R code needs to be pasted in the Word document.

Q39: Once we have uploaded the exam paper, once the time has finished. Is there a way to check it has been uploaded correctly? Are we able to review the content of what we have uploaded?

A: Yes, you will see confirmation on the screen and receive an email.

Q40: If a paper finishes at 12.20, should the final save be on or before 12.20 or 12.19?

A: 12:20 is ok, just make sure you don't go over the exam time.

Q41: For exams with only one paper, should we include the PAPER1 at the end of the file naming convention or should we exclude this for these exams?

A: Ideally yes, but you should not worry too much about the naming of the submission.

Q42: Hi Matthew, of course! But I mean with the exam portal? Is the download/upload test an exact replica of how this will be done with the actual exam?

A: Yes, it is a replica of the exam day.

Q43: Can we paste tables from excel into the word doc?

A: Yes, however, make sure you don't link it to the original Excel document and that all the calculations are shown.

Q44: Is there an email address that we can address any questions to afterwards that we don't think of in this webinar?

A: You can email Examsupport@actuaries.org.uk with any queries you may have.

Q45: Is there a list for CS exams using R of the packages that need to be installed prior to the exam?

A: This information can be found in the R guide.

Q46: So for the first page of our word document we don't need to have a cover page or anything can directly answer the question?

A: Your answer script does not need a cover page.

Q47: Is there any requirement for mobile phone service to receive texts on the morning of the exam?

A: Yes, you will need to receive the activation code in order to access the platform.

Q48: I see that for CS1 exam, we only have to upload a word document. There is no need to submit any other file

A: No, you will only need to upload the Word document.

Q49: Please can you confirm: As a South African, can I leave my clock in South African time? (We struggled to hear the commentary given towards the end of the response given)

A: Yes, you need to set the time in your local time.

Q50: Does the timestamp on the answer script automatically change to UK time?

A: It will do yes.

Q51: If I am not receiving mails from the IFoA on time. what should I do then?

A: Please contact Examssupport@actuaries.org.uk

Q52: Can we download our exam paper on other device and do the typing of answer script on another device

A: Yes you can, however, you will only be able to have the application open in one device at the time.

Q53: Do we have 3 hours 20 minutes between the download and upload time? Or 3 hour 15 minutes?

A: You have 3 hours and 20 minutes to complete your examination. Then 30 extra minutes for the upload process.

Q54: There is function in word called insert excel spreadsheet is that function allowed?

A: No, as this will link the Excel document to the Word document

Q55: Do you suggest we use autosave? Will this save after the time is up and show the wrong time?

A: It will not save it as long as you close your save and close submission at the end of the exam time.

Q56: Will previewing the document while on autosave will this change the save time?

A: No, the preview function in the exam platform will not change the time your submission has been last modified.

Q57: On p8 of the exam handbook, it says "We also recommended that you allow a spacing of 2.0 between lines, so our markers can then easily mark what you have typed." If we use a lower spacing (e.g. 1.0 or 1.5 because it's easier on the eye whilst typing the answer, for example), will we be penalised?

A: You will not be penalised, however, by using the recommended spacing you will make the marking of your submission easier to the marking team.

Q58: In my word document is it compulsory to write arn in each document

A: You must not enter your ARN or name in the content of your submission. You should only add it to the name of the document.

Q59: Will we know the pass mark in advance of results being released?

A: No, the pass mark will be published with the examiners reports a day after the results are released.

Q60: If I am attempting CS1A then will i have to mention Paper A?

A: That will not be necessary if you call the exam CS1A.

Q61: Can we rename our file in the 30 min upload time?

A: No, as this will modified the time the document was last modified.

Q62: Can we use MS version higher than MS 2013?

A: Yes, but you will only be able to use standard functionality in MS 2013.

Q63: It is required to answer each question in a different page in the Word file. However, can we include all the Multiple Choice questions together in one page in the form of a table stating clearly the number of the question?

A: Yes, you can put the multiple choice answers in one page.

Q64: Once I download my exam paper - Can i email it to another device which is connected to my printer in order to print the exam?

A: Yes, you are allowed to do so.

Q65: How does remote invigilation work for these exams?

A: The exams are not invigilated.

Q66: Is it ok have autocorrect turned on in word?

A: Yes, that is up to the candidate.

Q67: Can we use the 'dictate' function on microsoft word?

A: No, the answers need to be typed as per the exam instructions.

Q68: I prefer to type formulae in the equation editor. Are all functions, e.g. integrals, from the equation editor allowed ?

A: Yes, that is allowed.

Q69: Can we use tables in word?

A: Yes, you can.

Q70: If I am sick, what options do I have?

A: You will need to contact Member Services at memberservices@actuaries.org.uk

Q71: Can we use equation editor in words on some formula and some using symbols mentioned in Standard Keyboard notation? Some of the notation is not mentioned in handbook

A: Yes, that is allowed.

Q72: What happens if you complete the equipment checks and then still cannot download on the day?

A: You will need to call exam support at +44(0)1865 268 221

Q73: Are there specific calculators that are/are not allowed?

A: All calculators are allowed.

Q74: What evidence do I provide for power outage - common issue in Pakistan

A: A letter from your providers.

Q75: Is there an alternative contact number /route for international students in case of exam issues on the day?

A: No, the only number available is +44(0)1865 268 221

Q76: Can I open a word document during the reading time?

A: There is not reading time.

Q77: Can you screenshot in graphs?

A: No, you will need to copy and paste it.

Q78: Can you screenshot a formula from the answer paper? e.g. for CP2

No, you will need to copy and paste it.

Q79: If my word it not responding can i copy paste the content to new different word file.

A: Yes, you can.

Q80: Do I need to refresh the website to see the exam paper button change from grey to blue?

A: No, it will become blue at the right time.