



Institute
and Faculty
of Actuaries

Examination Rules

Examination Centre Candidates

September 2025

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Examination Rules for Examination Centre Candidates

This document defines the rules that candidates taking IFoA examinations at examination centres in September 2025 **must** adhere to.

The examination rules apply to all candidates registering and submitting themselves for an IFoA examination under the IFoA curriculum.

The examination rules sit under the assessment regulations. Failure to comply with the examination rules may result in a candidate's examination attempt being investigated under Part 2 of the assessment regulations.

Candidates are required to read this document carefully and to ensure that they are familiar with the rules before sitting an examination.

Further information and guidance for candidates is available in the examination handbook.

1. Candidate Behaviour and Conduct

Candidates of IFoA examinations **must** act in a professional manner in accordance with the assessment regulations and actuaries' code.

2. Before IFoA Examinations

2.1 Access and Inclusion Arrangements

Candidates must inform the IFoA at the earliest opportunity if they require reasonable adjustments under the Equality Act 2010. Full details of how to apply for access arrangements can be found in the Access and Inclusion Arrangements Policy. Candidates in receipt of Access and Inclusion Arrangements arising from the relevant policy must keep the IFoA updated about any relevant changes in circumstances that may affect the appropriateness of the Access and Inclusion Arrangements.

2.2 Entry to the Examination

Candidates **must** sit their examination via the agreed delivery method that has been confirmed by the IFoA.

Candidates **must** arrive at their assigned examination centre at least one hour before the start of the examination. Candidates will not be allowed to enter their examination more than 30 minutes after the start of the examination. If a candidate logs on more than 30 minutes late, they will be marked as absent, and any uploaded submission will not be marked.

Candidates will not be allowed entry if they arrive at the wrong exam centre.

2.3 Photographic Identification

Candidates **must** bring one of the following permitted photographic identifications, to be produced at the examination centre for admittance to sit the examination. The name on the identification document **must** exactly match the examination registration details for the candidate, and the photograph **must** resemble them. The identification documentation must be original, valid and in date. No photocopies, images or expired identification documents will be accepted.

Permitted photographic identification:

- Driver's license
- Passport
- National Identification / Residency card
- Temporary government-issued identification card
- Any other government issued identification card (including digital identification cards or Military Employer identification)

Candidates must provide sufficient ID for every exam day they sit. If candidates have booked a dual paper, ID must be available for both papers.

2.4 Permitted Examination Room Items

Candidates **must** only bring permitted items into the examination room. A list of permitted examination room items is detailed in Appendix A.

3. During IFoA Examinations

All IFoA examinations are "closed-book", with the exception of CP3, where candidates are permitted to bring the pre-material into the examination room, which may contain annotations.

"Closed-book" means that no materials or items, other than those in the permitted examination room items list (Appendix A), are allowed in the examination.

3.1 Communication

Candidates **must** follow the instructions given by the examination invigilator(s) at all times.

Candidates **must not** give or receive any third-party help or support (unless agreed with the IFoA under the Access and Inclusion Arrangements Policy) during the examination.

Candidates **must not** communicate with any third-party, other than the examination invigilator(s) or the IFoA for administrative activities directly related to the examination (unless agreed with the IFoA under the Access and Inclusion Arrangements Policy), during the examination.

Candidates encountering an issue (software issues, device issues etc) which impacts their ability to continue with their exam, **must** inform the examination invigilator as soon as the issue arises. Examination invigilators will offer support to resolve matters in a timely manner and offer mitigation where appropriate.

Candidates **must not** ask questions of the examination invigilators on examination content. If candidates believe there is an error in the examination paper, they must interpret the question to the best of their ability and continue with their examination. Queries on examination content should be raised with the IFoA after the examination has finished by emailing exams@actuaries.org.uk.

3.2 Bathroom Breaks

All candidates are permitted to leave the examination room for bathroom breaks. Candidates **must** raise their hand to request a bathroom break and will be escorted by an Examination Invigilator. Candidates **must not** cause any disruption when taking a bathroom break. If a candidate leaves the examination room without informing the examination invigilator, they will not be readmitted to the examination room, and the exam attempt will be terminated. Candidates **must not** use their bathroom breaks to read through materials or make notes away from their examination desk.

3.3 Writing the Submission

Candidates are permitted to turn on their computer and log in to the exam platform upon arriving at their assigned desk.

Candidates are **not** permitted to make notes on scrap paper before the exam start time.

Candidates are **not** permitted to open any other software applications (such as Microsoft Word, Excel or R) and begin preparing for the exam until they have been given clear instructions to do so by the Examination Invigilator.

Candidates **must** type their answers in English and are not allowed to use translation tools of any form during their examination.

Microsoft Word and Excel can be used in **any** examination. Candidates may use a blank Excel spreadsheet as a calculating tool.

Use of R or R Studio is permitted for CS exams only.

Candidates can use standard functionality within the programs above. Unless specifically advised not to, candidates will need to include all calculation steps, and/or sufficient formulae for examiners to understand and assess how candidates determined their answer.

3.4 Saving the Submission

Candidates **must** include their ARN in their examination **answer file name only**.

Candidates **must not** include any information within their answer file which could identify them, e.g. their name or ARN, in the content, headers or footers of their file(s).

Candidates **must** save the exam answer files to the computers 'desktop'.

Candidates must save their answer file(s) regularly throughout the exam to ensure work is not lost. If the exam requires the candidate to download a .zip file, it is the candidate's responsibility to ensure that the **answer file template provided is correctly saved to the 'desktop'**.

Candidates must stop writing at the exam end time/or when instructed by the exam invigilator.

To enable their submissions to be marked:

- Candidates **must not** password protect their answer file.
- Candidates **must not** include links within their answer file.
- Candidates **must not** leave any messages for the markers in their answer file.
- Candidates **must** type all their answers, unless the IFoA have approved specific Access and Inclusion Arrangements. For the avoidance of doubt, ‘typed’ is defined as keyboard entry.

3.5 Uploading the Submission

Candidates **must** stop writing immediately, when the examination invigilator informs them that the examination time has ended. Candidates will have a further 30 minutes of ‘upload time’ to submit their answer file(s) to the examination platform.

Candidates **must** submit their examination attempt in the required format, within the allocated time. The requirements for document uploads are detailed in the examination handbook. If a Candidate does not upload their submission, it will be marked as a fail and will receive a zero mark, and this will count as an attempt on their examination record with the IFoA.

3.6 Leaving the Examination Room

Candidates **must not** leave the examination room within the first 30 minutes of the examination start time or within the last 30 minutes. Any candidate leaving the examination within this time will be subject to an investigation through the inappropriate conduct investigation process.

Candidates **must not** take any note paper out of the examination room; all note paper will be collected at the end of the examination and destroyed.

4. Inappropriate Conduct

Candidates of IFoA examinations **must not** undertake any action or attempted action that may result in a candidate or student of the IFoA gaining an unfair advantage during IFoA examinations, or any other part of the qualification process.

Examination invigilators have the right to stop a candidate's examination at any point if a candidate is not conducting themselves appropriately and in accordance with the examination rules or the assessment regulations.

Inappropriate conduct includes any action or conduct that is in breach of the examination rules or the assessment regulations.

Any suspicious behaviour will be recorded by the examination invigilator and reported to the IFoA for further review as part of the inappropriate conduct investigation process.

Appendix A – Permitted Examination Room Items

This list details the items which candidates are permitted to bring into the examination room. The list of permitted items is not an exhaustive list, if anything is not included, candidates should assume that it is not permitted. The only exception to this rule is candidates with Access and Inclusion Arrangements which have been pre-approved by the IFoA.

Items permitted in the examination room:

- Candidate's permitted photographic identification.
- A hard copy of the IFoA Formula and Tables book.
 - The IFoA will accept annotated copies, however, they must not include post-it notes or scrap pieces of paper.
 - This will need to be an original copy version; printed or XEROX copies will not be permitted.
 - Candidates are permitted to use any IFoA version of the Formule and Table book. We recommend using the most recent 'orange book' version. Earlier editions, including the 'green book' and 'blue book' can be used, but these may not include required mortality and other tables.
 - Candidates are also permitted to use a copy purchased directly from the Indian Actuarial Institute (IAI).
 - No other version will be permitted.
- Additionally, a PDF version of the IFoA Formula and Tables book will be available to all candidates via the examination platform. Candidates will be able to access the PDF version at the point of receiving their joining instructions.
- One sheet of paper containing candidate's username and password for the examination platform, and their registered email address for support purposes.
- A pencil and/or a pen, ruler and eraser – these must be brought in a clear pencil case only.

- A calculator of any make or model (Calculators on mobile devices or online platforms are not permitted.)
- For CP3, candidates can bring a printed copy of the pre-examination materials, which can be annotated.
- A cold beverage in a sealable bottle – manufacturer labels are permitted. No additional labels are permitted.
- Small snacks are permitted; however, these must not contain nuts. Any snacks must not cause disruption with strong smells, mess, or noisy packaging.
- A pair of non-electronic earplugs or ear defenders, which will be checked by examination centre staff/the examination invigilator.
- A nose or mouth covering is permitted; however, it must be removed when candidate's photographic identification is being checked.
- Hand sanitizer or antibacterial Wipes.
- A cardigan/jumper, to be worn or placed on the back of the chair or under the desk.
- Any permitted Comfort Aid.
- Medication and specialist medical equipment, as agreed with IFoA as part of an Access and Inclusion Arrangement.

Items not permitted in the examination room:

- No watches, smartwatches, clocks, mobile phones, iPods, tablets and/or electronic devices of any kind are permitted on a candidate in the examination room. These items must be switched off and stored securely with the candidate's personal belongings in the designated storage area.
- No coats, jackets, hoodies, and other outerwear such as hats, caps and scarfs. Religious headwear is permitted – please apply for an Access and Inclusion Arrangement if all or part of a candidate's facial features will be covered during the identity verification.

- No study text, revision cards, course notes, textbooks or past papers.
- No electronic or digital headphones or bluetooth earpieces (e.g. AirPods, noise-cancelling headphones).
- 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.



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