



Institute  
and Faculty  
of Actuaries

# Examination Rules

## Examination Centre Candidates

**April 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 April 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** arrive at the 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.

### 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)

## 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** adhere to the instructions of 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 **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](mailto: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 informing the Examination Invigilator they would like to leave their examination desk for a bathroom break. Candidates must be escorted by an Examination Invigilator to the bathroom. 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 it will be assumed that they have finished their examination. 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 **must** type their answers in English and are not allowed to use translation tools of any form during their examination.

Candidates may use a blank Excel spreadsheet as a calculating tool.

Use of R or R Studio is permitted for CS1 and CS2 A and B papers.

### 3.4 Saving the Submission

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, as this will change the 'last modified' time of their file, and their examination answer file will not be marked.

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

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 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. After IFoA Examinations**

If a Candidate is ill or suffers from any other circumstances that may have affected their performance during the examination, they **must** report this via the Mitigating Circumstances Policy application process at the earliest opportunity.

## **5. 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 properly and/or are suspected of committing an act in breach of the Assessment Regulations or Examination Rules.

Inappropriate Conduct may include any action or conduct that the Examination Invigilator reports as in breach of the Examination Rules or deemed to breach the intent of the Assessment Regulations.

Any Candidates reported to potentially be in breach of the Assessment Regulations and/or the Examination Rules in the Examination Invigilator's report, will follow the <https://actuaries.org.uk/qualify/prepare-for-your-exams/assessment-regulations/inappropriate-conduct/> process as outlined in the Assessment Regulations.



## 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 (a PDF version will be available to all Candidates via the examination platform). The IFoA will accept annotated copies, however, they **must** not include post-it notes or scrap pieces of paper.
- 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.
- 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.



# Institute and Faculty of Actuaries

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Date approved: March 2025; Reviewed: N/A; Next review: July 2025

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