



Institute  
and Faculty  
of Actuaries

# **Examination Rules**

## **Remotely Invigilated Candidates**

**September 2025**

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## Examination Rules for Examination Centre Candidates

This document defines the rules that those candidates taking IFoA examinations remotely under invigilation 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 Access to the Examination

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

### 2.3 Downloading the Guardian Browser

Candidates sitting remotely **must** install the '[Guardian Browser](#)' to their computer. The guardian browser is a custom developed web browser, designed to secure the virtual environment of the exam candidate. Failure to download the browser, will result in failure to sit and complete an IFoA exam.

It is not recommended for candidates to use employer owned equipment, as they may need to seek permission or consent to download the secure browser.

Candidates must open guardian browser prior to the exam start time to ensure any updates can be installed.

### 2.4 Accessing the Remote Invigilation System

Candidates must connect to the remote invigilation system and commence their exam within 30 minutes of the exam start time. Candidates starting the exam 30 minutes after the start of the exam will be marked as absent and will receive a mark of zero.

Candidates must remain connected to the remote invigilation system for the duration of the exam. If a candidate experiences a loss of internet connection during the exam they must reconnect at the earliest opportunity. Internet connectivity is automatically recorded by the invigilation system. Failure to remain connected to the remote invigilation system may result in your exam attempt being void and you may receive a mark of zero.

It is the candidate's responsibility to ensure they use a stable internet connection to complete the exam.

The audio, webcam and screen will be recorded for the duration of the exam.

## 2.5 Photographic Identification

Candidates will be required to complete a series of automated steps to verify their identity. To verify candidate identity, one of the following forms of identification must be presented.

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 they sit. If candidates have booked a dual paper, ID must be available for both papers.

It is the candidate's responsibility to ensure the image of the Photo ID is clear and readable. Once the ID has been captured, candidates will need to connect their camera and audio devices.

## 2.6 Exam Room and Equipment Requirements

There are restrictions on what candidates can have in their exam room and what can be on or around the exam desk.

Candidates must ensure the equipment chosen to sit the examination meets the [technical specifications](#) and have tested their system, using this [Proctor U test webpage](#).

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| <p>You should consider the following when selecting your exam room location:</p> | <ul style="list-style-type: none"><li>• You cannot sit your exam in a public area. Eg. A public library or an open plan office space (with colleagues' present).</li><li>• Your exam environment must be private / Quiet (we recommend a private room with a lockable door)</li><li>• Your exam environment must have good lighting</li><li>• You must be alone in the exam room</li><li>• An ideal exam setup would be at a table or desk – we do not recommend completing your exam on a bed, couch or on the floor. Please note, our concern is with your camera angle. Should your camera become obscured due to repeatedly moving, this will be flagged and raised as a breach against the Assessment Regulations and Rules, which will be handled as part of the inappropriate conduct investigation process.</li></ul>   |
| <p>The following electronic devices are permitted in the exam room:</p>          | <ul style="list-style-type: none"><li>• Laptop or desktop computer</li><li>• Monitor</li><li>• Keyboard</li><li>• Mouse</li><li>• Calculator (any make/model)</li><li>• Digital/analogue watch or timer (watches must be removed and placed on the exam desk)</li><li>• Printer</li></ul> <p>Additional Guidance:</p> <ul style="list-style-type: none"><li>• Candidates do not need to remove additional tech from the given exam location, if other devices are not in use.</li><li>• Candidates must use a single monitor only.</li><li>• Split screen functionality is permitted on the single monitor.</li><li>• If using a laptop, candidates are permitted to use an external monitor, however the laptop screen must be closed, and an external webcam will be required. It is the candidate's responsibility to configure and test their hardware before each exam.</li><li>• Candidates using an employer-provided computer, should contact their IT department to check for any planned updates on the system.</li></ul> |

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| The following electronic devices are permitted in the exam room but must be out of candidates reach during the exam: | <ul style="list-style-type: none"> <li>• Mobile phone</li> <li>• Desk phone</li> </ul> <p>Candidates may use their mobile phone or desk phone to contact the IFoA or Proctor-U for exam support only. Contact details can be found in the Examination Handbook.</p> <p>If support is required, candidates must declare they are going to make a support call by speaking clearly into their microphone. All calls must be made in full view of the webcam with audio turned on.</p> |
| Medication or special equipment:   | Please refer to our <a href="#">Comfort Aid list</a> for information on permitted/non-permitted medication or accessibility aids.   |

## 2.7 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.

## 2.8 Non-Permitted Access/Usage during the exam

Candidates are **not permitted** to access/use:

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| Web browsers e.g. Chrome, Edge, Mozilla, Safari etc  |
| Study notes (digital or hardcopy)  |
| Textbooks  |
| Past exam papers   |
| Digital notepads   |
| Translation Software   |
| AI Functionality or Software   |
| Email, instant messaging or other communication applications e.g. telegram, skype, teams etc.  |
| <p><i>Candidates must ensure they have closed all communication applications before starting their examination. Any notifications found during the exam will be found as a breach to the Assessment Regulations (Section 5).</i></p> <p><i>Please note the following regarding email access:</i><br/> <i>If a candidate experiences issues downloading an exam paper or uploading an answer script, they must contact the IFoA by phone. Please refer to the <a href="#">Examination Handbook</a> for contact details.</i></p> <p><i>If permitted by the IFoA, candidates can access their email to receive a copy of the exam paper or submit their answer script. Candidates will be issued with a unique authorisation code and must remain connected to the remote invigilation system, including sharing their screen, while accessing their email.</i></p> |

### **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 Behaviour and Exam Conduct**

Candidates must ensure:

- their audio is working and turned on for the entire exam duration.
- their webcam and turned on is visible for the entire exam duration.
- they remain in view of the webcam, always, unless:
  - Taking a break (see 3.3 Breaks)
  - A pre-agreed access arrangement is in place.

Please note the following list of behaviours that are not permitted. This list is not exhaustive.

- Deliberately obscuring/turning off your computer’s audio, webcam or screen share
- Deliberately or repeatedly disconnecting the remote invigilation system.
- Connecting an additional monitor after your exam has started
- Talking. Accidental mouthing /mumbling will be flagged.
- Listening to music or background noise (television, radio etc).
- Smoking/Vaping
- Wearing sunglasses or smart glasses
- Wearing a watch
- Opening drawers / cupboards
- Continuously looking away from your screen/exam desk e.g. looking under desk, around the room etc.



### 3.2 Communication

Candidates are not permitted to talk to any third party during the exam time.

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 those supporting via the ProctorU Chat functionality 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.

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).

### 3.3 Breaks

Candidates are permitted to take two five-minute breaks during their exam(s) – breaks must be taken at separate intervals (not one long break). Unless agreed with IFoA under the [Access and Inclusion Arrangements policy](#).

Candidates can leave the room to take a break.

Breaks cannot be taken in the first 30 minutes of the exam.

Candidates **must not** use their breaks to read through materials or make notes away from their examination desk.

### 3.4 Printing

Candidates are permitted to print their exam paper. Candidates must:

- Print and retrieve the exam paper from the vicinity of their exam desk, remaining in view of their camera.
- If printing to another room, wait to retrieve their printed exam paper during one of their two five-minute breaks. However, candidates should be reminded that breaks cannot be taken within the first 30 minutes of the exam.
- Candidates will not be able to receive a printed copy from a third party.
- Candidates will not receive any additional time for printing.

### 3.5 Writing the Submission

Candidates are permitted to turn on their computer and log in to the exam platform.

Candidates are not permitted to open any other software applications (such as Microsoft Word, Excel or R) and begin preparing for the exam until their given exam start time. All work submitted should be the candidates own and should be completed during the exam time.

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 CS1 and CS2 A and B papers.

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.

Candidates sitting CP3 and the CS exams will receive pre-exam materials / advance materials, which are permitted for reference and use during those exams. All other examinations will be conducting under the closed book policy, and candidates are **not permitted** to pre-prepare any materials in advance.

### 3.6 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 their given exam end time.

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.

### **3.7 Uploading the Submission**

Candidates **must** stop writing immediately, when 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.

## 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.

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

All exams are recorded through the secure guardian browser, which is reviewed to identify any concerning activity or behaviours 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.
- Note paper – maximum of 2 sheets of blank A4 paper AND a A4 wipeable board

- 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.)
- Digital/analogue watch, clocks or timer (watches must be removed and placed on the exam desk)
- For CP3, Candidates can bring a printed copy of the pre-examination advanced materials, which can be annotated. Annotations can be made on the advanced materials only.
- A cold beverage in a sealable bottle – manufacturer labels are permitted. No additional labels are permitted.
- Small snacks are permitted. Any snacks must not cause disruption to the exam, noisy packaging may impact the quality of the audio recording.
- 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, mobile phones, USB devices, 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 placed away, out of reach from the exam desk 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.
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**Document control**

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