



Institute
and Faculty
of Actuaries

Remotely Invigilated Exams Exam Rules 2025

December 2024

Introduction

This document defines the IFoA 'Exam Rules' and provides candidates with important information when sitting remotely invigilated exams.

Candidates are required to read this document carefully and ensure they are familiar with the rules before sitting an exam(s).

Failure to comply with these 'Exam Rules' may result in your exam attempt being investigated under Part 2 of the [Assessment Regulations](#).

Identification

To verify candidate identity, one of the following forms of identification must be presented. ID documentation must be original and valid. No photocopies, images or expired ID documents will be accepted.

- Driver's license
- Passport
- Temporary government-issued ID
- Any other government issued ID card (including digital IDs)

The candidate's name on the ID document must match the exam registration details. The photo must resemble the candidate appearing for the exam.

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.

- You must be alone in the exam room
- You must complete your exam on a single monitor only
- You must complete your exam on a table or desk – exams must not be taken on a bed, couch or on the floor
- No electronic devices other than those detailed in this document are permitted in the exam room, this includes but is not limited to:
 - Tablets
 - Smart watches
 - Headphones/earbuds
 - USB devices
 - Cameras
- The following electronic devices are permitted in the exam room:
 - Laptop or desktop computer
 - Monitor

- Keyboard
 - Mouse
 - Calculator (any make/model)
 - Digital/analogue watch or timer (watches must be removed and placed on the exam desk)
 - Printer
- The following electronic devices are permitted in the exam room but must be out of candidates reach during the exam:
 - Mobile phone
 - Desk phone

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.

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.

- The following non-electronic items are permitted:
 - Water/other beverages
 - Small snacks e.g. energy bar, fruit etc.
 - Note paper – maximum of 2 sheets of blank A4 paper **AND** a A4 wipeable board

Medication or special equipment:

Please refer to our [Comfort Aid](#) list for information on permitted/non-permitted medication or accessibility aids.

Please note the following regarding monitors:

Candidates must use a single monitor only. Split screen functionality is permitted on the single monitor.

If using a laptop, candidates are permitted to use an external monitor, however the laptop screen must be closed. It is the candidate's responsibility to configure and test their hardware before each exam.

Resources and Software

Candidates are permitted to use/access the following:

- Digital exam paper and any associated exam materials
- File Explorer – to access downloaded exam paper(s)/exam materials and upload an answer script only
- Microsoft Word

- Microsoft Excel
- 'R' / R Studio, including online 'help' pages (CS1B/CS2B exams only)
- IFoA provided guidance or pre-exam materials e.g. exam pre-reading materials, Examination Handbook, Exam rules.
- Hardcopy IFoA Formula and Tables
- Digital copy of Formula and Tables (this must be opened in a local PDF format only and not via a web browser.
- Printed exam paper

Candidates are not permitted to access/use:

- Web browsers e.g. Chrome, Edge, Mozilla, Safari etc
- Study notes (digital or hardcopy)
- Textbooks
- Past exam papers
- Digital notepads
- Email, instant messaging or other communication applications e.g. telegram, skype, teams etc.

Please note the following regarding email access:

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 [Examination Handbook](#) for contact details.

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.

Behaviours and Conduct

All candidates are expected to act in a professional manner in accordance with the Assessment Regulations and Actuaries Code of Conduct.

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. A minimum of 85% of the exam must be recorded.

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.

Candidates must remain in view of the webcam at all times unless:

- Taking a break
 - Candidates are permitted two 5-minute breaks.
 - Candidates must declare they are taking a break by speaking clearly to the webcam before leaving the exam room.
- 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
- 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.



Institute and Faculty of Actuaries

Document control

Controller: Karen Brocklesby, Head of Professional Qualifications

Approving Committee: Education Committee

Date approved: December 2024; Reviewed: N/A; Next review: July 2025

Beijing

Room 512, 5/F Block A, Landgentbldg Cente, No. 20 East Middle 3rd Ring Road, Chaoyang District, Beijing 100022

Tel: +86 (10) 6535 0248

Edinburgh

Space, 1 Lochrin Square, 92-94 Fountainbridge, Edinburgh, EH3 9QA

Tel: +44 (0) 20 7632 2100

Malaysia

Arcc Spaces, Level 30, Vancouver suite, The Gardens North Tower, Lingkaran Syed Putra, 59200, Kuala Lumpur

Tel: +60 12 591 3032

London (registered office)

1-3 Staple Inn Hall, High Holborn, London, WC1V 7QH

Tel: +44 (0) 20 7632 2100

Oxford

Belsyre Court, 1st Floor, 57 Woodstock Road, Oxford, OX2 6HU

Tel: +44 (0) 20 7632 2100

Singapore

Pacific Tech Centre, 1 Jln Kilang Timor, #06-01, Singapore, 159303

Tel: +65 8778 1784

www.actuaries.org.uk

© 2017 Institute and Faculty of Actuaries