



Institute
and Faculty
of Actuaries

Qualification Handbook

2025 / 2026

August 2025

Contents

Qualification Handbook	1
Introduction.....	4
How to use your IFoA qualification handbook	4
About the IFoA.....	6
Contact us.....	6
Keeping your contact details up to date.....	7
Calendar	8
The Qualification Route	11
Understanding the IFoA qualification route	12
Associate qualification	13
Fellowship qualification	14
IFoA qualification structure.....	16
The Curriculum	14
IFoA Associate curriculum	15
IFoA pre-Fellowship curriculum.....	18
Planning your study route	20
Recommended study route.....	21
Do you have any Prior Learning?	23
Mandatory Requirements	24
Personal and Professional Development (PPD) requirements	25
Professional skills.....	27
Preparing for your examinations	29
Preparing for your exams.....	30
Studying	30
Core reading.....	30
Tuition	31
Command verbs	31
Support and resources	31
IFoA information and updates	33
Sitting your exams.....	34
Examinations Handbook	34
IFoA Assessment Regulations	35
Booking your examinations	36
Booking your Sessional exam	37

Booking your CB3 Business Management.....	39
Access and Inclusion arrangements for sitting exams	40
IFoA policy, procedures, resources and support	41
After your exams	42
Mitigating circumstances	42
Inappropriate conduct.....	43
How is my exam paper marked?	47
Results	51
Appeals	52
Exam counselling	53
Celebrating	54
Qualifiers list.....	55
Qualification certificate	55
Your Feedback	56
Student & Associate satisfaction surveys.....	57
Making a complaint	57
IFoA Membership	58
The Actuaries' Code	59
Continuing professional development (CPD)	59
Lifelong learning	60
Membership Benefits	61

Introduction

How to use your IFoA qualification handbook

This is your IFoA qualification handbook (previously referred to as the 'Student handbook').

It provides you with information you need to plan a successful pathway to qualification as an Actuary. The handbook is applicable to members working towards an IFoA qualification.

The qualification handbook gives you formal notification and explanation of IFoA regulations, policies and procedures relating to IFoA Qualification, and signposts relevant contact details and web links where you can find out more information.

This handbook covers:

1. **IFoA Qualification Route:** How to qualify as an IFoA Associate or Fellow, including PPD and Professionalism Course requirements.
2. **The Curriculum:** An overview of subjects within the qualification.
3. **Your Mandatory Requirements:** An overview of the requirements you will need to meet to continue your qualification.
4. **Preparing for your exams:** An overview on how to plan and prepare for your exams.
5. **Booking your exams:** An overview of how to book onto your exam.
6. **IFoA policy, procedures, resources, and support:** An overview of IFoA policies and procedures you need to be aware of throughout your qualification route.
7. **Celebrating:** a brief overview of ways of celebrating your successes.
8. **Your Feedback:** a brief overview of ways you can share your feedback with us.
9. **IFoA Membership:** An overview of the other options and opportunities available to you as part of your Membership.

It is essential, and your responsibility, to read and understand this handbook.

This handbook sits alongside IFoA regulations and guidance relating to IFoA exams, including:

- [Examination Handbook](#)
- [Assessment Regulations and Exam Rules](#)

You should familiarise yourself with these documents before you book or sit an IFoA exam.

This handbook and any revisions are published in August each year. We will notify you if there are any significant changes that occur after publication.

Exam developments in 2025

The IFoA announced in August 2024 that all IFoA exams going forward would be closed book and candidates would sit their online exam using a remote online proctoring system. Unfortunately, due to some technical issues, the IFoA where unable to hold all exams remotely and instead offered to deliver the sessional exams through two delivery methods:

- *Remotely, using a remote online proctoring system*
- *Physical In-Person, sitting the online exam at an in-person exam centre*

This approach was in place for both April and September 2025.

Please visit these areas of our website for further information:

- [Access Arrangements](#)
- [Assessment Regulations and Exam Rules](#)
- [Examination Handbook](#)
- [In-person Examinations Frequently Asked Questions](#)
- [Preparing for your exam](#)
- [Remote Examinations Frequently Asked Questions](#)
- [Technology Required](#)

Proposed 2026 Delivery Methods

We plan to deliver the 2026 exam sessions in the same way as April and September 2025, with the vast majority of candidates sitting closed book exams online in examination centres. Following the challenges experienced earlier in 2025, our priority is now to provide stability, continuity, and a secure exam experience for all candidates.

About the IFoA

The Institute and Faculty of Actuaries (IFoA) provides premium qualifications and supports members to achieve fulfilling careers and be part of meaningful actuarial communities.

For those with the ability, ambition and determination to take their first steps on their journey towards a career as an Actuary, we, the IFoA, will provide you with the support you need to achieve qualifications which are sought after and respected by global employers of actuaries.

We do this by working with actuarial education experts, employers and thought leaders, to deliver a rigorous and evolving curriculum that meets the skills and knowledge requirements of a future-facing profession.

We offer support for you to achieve qualifications regarded as premium qualifications in actuarial science, alongside the opportunity to develop the uniquely actuarial mind-set, in-work skills, professionalism and an ethical approach to finance and risk that is so highly valued by employers.

We provide a range of study support resources and guidance, a Personal and Professional Development (PPD) framework that enables you to demonstrate the application of your skills to a work environment, a flexible, learner-focused Professional Skills training programme and a rigorous code of professional ethics embedded in The Actuaries' Code.

You can find out more about the range of support and resources available to you when you [join us](#) in the Policies, Support and Resources section.

Contact us

Member Services Team

Our Member Services Team are here to support you and can help answer your questions about:

- IFoA admissions and membership
- Exams and qualifications
- Recognition of prior learning: Exemptions/ Transfer of Prior Learning (TPL).
- Work experience

You can contact Member Services Team at:

memberservices@actuaries.org.uk or call + 44 (0)131 240 1325

We aim to respond to your queries within five working days.

Our hours of business are Monday to Friday from 09:00 to 17.00 (UK time).

Keeping your contact details up to date

Please make sure your first name and surname match any official documents you might use to verify your identity.

If your email address or mobile phone number is not up to date you may miss important information about your exam sitting and other education matters.

Please make sure that you keep your contact and employment details up to date. This will allow us to contact you in a more efficient and timely manner.

You can update your contact details and contact preferences by logging into [‘My Account’](#) on the website. Move your cursor over My account on the left-hand side menu and choose ‘Manage my details’ then click the personal details to update your contact details and preferences.

Calendar

This is a general guide to what happens throughout the year, and dates below may be subject to change.

You can find key dates including exam entry, exam and results release dates on our [Exam key dates web page](#).

July 2025	AUGUST 2025	SEPTEMBER 2025
Exam booking opens	ASSA Banking registration closed 1 August 2025.	Membership subscription renewal notices sent.
September Documentation updated:	Candidate centre allocation distributed.	CPD declaration must be made online before payment of subscription.
Exam Rules	New Qualification Handbook published.	CPD year begins for Associates.
Access Arrangement Policy	New Examination Handbook published.	Exams held over a two-week period from the 8 September 2025 to 19 September 2025.
September 2025 FAQs	Remote invigilation system trial	Mitigating applications need to be submitted.
Submit applications for access arrangements.	Candidate webinars	
Exam booking closes		
April 2025 Appeal window closes		
OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025
Exam marking underway.	Banking Principles SP10 exams (with ASSA) on the 5 November 2025.	New qualifiers list published.
Mitigating circumstances application deadline.	Exam marking underway.	Results for September exams published.
Membership subscriptions due on the 1 October 2025.	Exam Candidates to complete Exam Experience Survey.	Appeal application opens.
Banking Advanced SA10 (with ASSA) on the 17 October 2025.		Breakdown of marks available.
Exam Candidates to complete Exam Experience Survey.		

JANUARY 2026	FEBRUARY 2026	MARCH 2026
<p>Appeal deadline</p> <p>Deadline to apply for membership or reinstatement of lapsed membership (to book an exam in April 2026) by the 12 January 2025.</p> <p>Annual qualifiers deadline for work experience applications</p> <p>Submit applications for access arrangements.</p> <p>Exam Candidates to receive September Exam Experience Feedback Results.</p> <p>New Assessment Regulations</p>	<p>Exam counselling application deadline (for September exams).</p> <p>Booking for April exams open.</p> <p>Exam Handbook for April exams published for candidates.</p> <p>Deadline for Access Arrangements applications for the April exams at the exam closing date.</p> <p>Bookings for April exams close.</p>	<p>Joining instructions and key exam information is sent to exam candidates.</p> <p>Syllabus documents for the next calendar year are published.</p>
APRIL 2026	MAY 2026	JUNE 2026
<p>Exams held over a two-week period.</p> <p>Mitigating applications need to be submitted.</p>	<p>Exam marking underway.</p> <p>Mitigating circumstances application deadline.</p> <p>Exam Candidates to complete Exam Experience Survey.</p>	<p>Exam marking underway.</p> <p>Core reading for next calendar year available for purchase.</p> <p>Deadline to apply for membership or reinstatement of lapsed membership (to book an exam in September 2025)</p>

JULY 2026

Results for April exams published.

Breakdown of marks available.

Assessment appeals application opens.

Booking for September exams open.

Exam counselling application deadline (for September exams).

Submit applications for access arrangements.

Assessment Appeals application deadline.

Booking for September exams close.

Deadline for Access Arrangements applications.

AUGUST 2026

Exam Handbook for September exams published for candidates.

Joining instructions and key exam information to is sent to exam candidates.

CPD year ends for Associates.

New qualifiers list published.

Exam Candidates to receive April Exam Experience Feedback Results.

The Qualification Route

Understanding the IFoA qualification route

We, the Institute and Faculty of Actuaries (IFoA), offer qualifications to individuals worldwide who wish to pursue an actuarial career. IFoA qualifications are respected and trusted by businesses, governmental and non-governmental bodies, and actuaries worldwide, who look to our members to help minimise risk and take the long-term decisions that will ensure their success.

There are different qualification routes available which can lead to a different qualification outcome. Actuaries who gain their qualifications through us can describe themselves as a Chartered Actuary.

Associate Membership

An Associate is a qualified Actuary, and the first level of qualification granted by the IFoA. As an Associate, you will have qualified at a generalist level and have breadth of expertise that brings wide and varied opportunities. Associates have the right to vote on matters affecting the future of the profession and the opportunity to be involved in membership forums, events, and research.

Associateship carries the designation of AIA (Associate of the Institute of Actuaries) or AFA (Associate of the Faculty of Actuaries). Those who also adopt chartered status can use the designation Chartered Actuary (Associate) and the post nominals AIA CAct or AFA C.Act.

Fellowship

Fellowship is the highest level of qualification attainable with us and members who achieve Fellowship are highly sought after as experts in their chosen field. Fellows have the right to vote on matters affecting the future of the profession and the opportunity to be involved in membership forums, events and research. Some actuarial jobs have UK statutory requirements which can only be completed by a Fellow.

Fellowship is available to members who wish to continue their studies to an advanced level, or to specialise in a particular actuarial field. They will need to pass further specialist exams to qualify as a Fellow. Fellowship carries the designation FIA (Fellow of the Institute of Actuaries) or FFA (Fellow of the Faculty of Actuaries). Those who also adopt chartered status can use the designation Chartered Actuary (Fellow) and the post nominals FIA C.Act or FFA C.Act.

Chartered Enterprise Risk Actuary (CERA) Membership

The Chartered Enterprise Risk Management (CERA) credential is a comprehensive, rigorous and globally recognised Enterprise Risk Management (ERM) designation. The CERA credential provides risk professionals with strong ERM knowledge that drives better business decisions. Members of the IFoA are eligible to receive the CERA qualification if they:

- Become an Associate member and pass SP9 Enterprise Risk Management Principles, the Specialist Principles exam in enterprise risk management (ERM); or
- Become a Fellow and have passed SP9 Enterprise Risk Management Principles as one of their Specialist Principle subjects for Fellowship, or as an additional Specialist Principle subject; and
- Attend a CERA seminar, which will enable them to investigate and discuss more practical applications of enterprise risk management.

Associate qualification

The IFoA Associate qualification is an internationally recognised designation qualification that demonstrates generalist ability and broad expertise in actuarial science.

Achieving our Associate qualification will mean that you are recognised by employers and peers as a qualified Actuary, committed to the highest standards of learning and professionalism.

To qualify as an IFoA Associate, you must complete:

- Core Principles subjects:
 - [CS1](#) – Actuarial Statistics,
 - [CS2](#) – Risk Modelling and Survival Analysis,
 - [CM1](#) – Actuarial Mathematics for modelling,
 - [CM2](#) – Economic Modelling
 - [CB1](#) – Business Finance,
 - [CB2](#) – Business Economics,
 - [CB3](#) – Business Management either by examination or exemption
- Core Practices subjects
 - [CP1](#) – Actuarial Practice,
 - [CP2](#) – Modelling Practice and
 - [CP3](#) – Communications Practice either by examination or exemption
- Have recorded a minimum of 24 months of [practical work experience \(referred to as Personal and Professional Development \(PPD\)\)](#) which is recorded annually.
 - You must ensure your annual requirement of your practical work experience is recorded and your [Personal and Professional Development](#) is up to date.
 - More information on Personal and Professional Development (PPD) can be found [here](#).
- [Stage 1*](#) and [stage 2](#) Professionalism Courses

**You must complete Professional Skills Stage 1 course before you can sit and complete the CB3 exam.*

Once you achieve our Associate qualification you may wish to choose to continue your studies on the pathway to become an IFoA Fellow.

Important Notice for those who joined after 2 January 2019

If you joined us after 2 January 2019 you will need to obtain Associateship qualification status before progressing to Fellow.

You may sit any examination in any order, but you must qualify as an IFoA Associate first, followed by a minimum of an additional 12 months of PPD recording from the point of your Associate transfer to obtain Fellow status. More on Personal and Professional Development (PPD) can be found in this document [here](#).

If you joined us before 2 January 2019 you do not need to qualify as an Associate prior to applying for the Fellowship qualification.

Further details on this can be found [here](#).

Fellowship qualification

The IFoA Fellowship qualification is an internationally recognised qualification that demonstrates the highest level of specialist knowledge in actuarial science.

Achieving our Fellowship qualification will mean that you are recognised by employers and peers as having achieved the highest qualification in the field of actuarial science, demonstrating depth of specialist skills and expertise.

To qualify as an IFoA Fellow, you must complete the following:

- Complete all the requirements for IFoA Associate qualification, which includes completion of all:
 - Core Principles subjects:
 - **CS1** – Actuarial Statistics,
 - **CS2** – Risk Modelling and Survival Analysis,
 - **CM1** – Actuarial Mathematics for modelling,
 - **CM2** – Economic Modelling
 - **CB1** – Business Finance,
 - **CB2** – Business Economics,
 - **CB3** – Business Management either by examination or exemption
 - Core Practices subjects
 - **CP1** – Actuarial Practice,
 - **CP2** – Modelling Practice and
 - **CP3** – Communications Practice either by examination or exemption
 - Both Stage 1 and Stage 2 Professionalism Courses) *
 - Two of the Specialist Principles:
 - **SP0** – Alternative Specialist Principle option
 - **SP1** – Health and care Principles
 - **SP2** – Life Insurance Principles
 - **SP4** – Pensions and Other Benefits Principles
 - **SP5** – Investment and Finance Principles
 - **SP6** – Financial Derivatives Principles
 - **SP7** – General Insurance Reserving and Capital Modelling Principles
 - **SP8** – General Insurance Pricing Principles
 - **SP9** – Enterprise Risk Management Specialist Principles
 - **SP10** – Banking Principles, either by examination or exemption

- One of the Specialist Advanced:
 - [SA0 - Research Route Dissertation](#)
 - [SA1](#) – Health and Care Advanced
 - [SA2](#) – Life Insurance Advanced
 - [SA3](#) – General Insurance Advanced
 - [SA4](#) – Pensions and Other Benefits Advanced
 - [SA7](#) – Investment and Finance Advanced
 - [SA10](#) Banking Advanced, by examination or exemption
- A minimum of 36 months of practical work experience recorded in [Personal and Professional Development](#). More on Personal and Professional Development (PPD) found in this document [here](#).

You must ensure your annual requirement of your practical work experience is recorded and your [Personal and Professional Development](#) is kept up to date.

You must complete our [Stage 2 online professionalism course](#) within one year of transferring to Fellow (if not already undertaken for the Associateship qualification).

*If you joined us on or after 2 January 2019.

IFoA qualification structure

Qualification: Associate											
Core Principles	Actuarial Statistics			Actuarial Mathematics			Business			Pass all Core Principles and Core Practice exams	
	Actuarial Statistics CS1			Actuarial Mathematics for Modelling CM1			Business Finance CB1		Business Economics CB2		
	Risk Modelling and Survival Analysis CS2			Economic Modelling CM2			Business Management CB3				
Core Practices	Actuarial Practice			Modelling Practice			Communications Practice				
	Actuarial Practice CP1 2 papers			Modelling Practice CP2 2 papers			Communications Practice CP3				
Qualification: Fellow											
Specialist Principles	Alternative	Health and Care	Life Insurance	Pensions and other benefits	Investment and Finance		General Insurance		Enterprise Risk Management	Banking	Pass two SP subjects
	Master's level dissertation SP0	Health and Care Principles SP1	Life Insurance Principles SP2	Pensions and other benefits Principles SP4	Investment and Finance Principles SP5	Financial Derivatives Principles SP6	General Insurance Reserving and Capital Modelling Principles SP7	General Insurance Pricing Principles SP8	Enterprise Risk Management Principles SP9	Banking Principles ASSA B100 Banking Principles (SP10)	
Specialist Advanced	Master's level thesis SA0	Health and Care Advanced SA1	Life Insurance Advanced SA2	Pensions and other benefits Advanced SA4	Investment and Finance Advanced SA7		General Insurance Advanced SA3			Banking Advanced ASSA B200 Banking Applications (SA10)	Pass one SA subject

The Curriculum

IFoA Associate curriculum

Developed with subject matter specialists, actuarial education experts, and employers our Associate curriculum is a rigorous, evolving curriculum, designed to develop the knowledge and skills actuarial students need to succeed in their chosen career.

For each subject there is a syllabus. The syllabus will provide you with:

- Assessment method of that subject
- Competencies you will be able to attain as a result of completing each subject
- Detailed objectives within each topic
- Links to other IFoA subjects
- Skills levels you are expected to show within that subject exam
- Topics covered within each syllabus

The IFoA qualification subjects are reviewed regularly to ensure we deliver assessments that ensure aspiring and qualified actuaries satisfy the future needs of the profession.

The IFoA subject syllabi is published annually in April, for the following year to support your exam preparations.

If you're planning to sit an exam in 2026, there is a document that details syllabi changes made for the Associate and Fellow qualification subjects which can be found [here](#).

For more information on the subject syllabi, please visit the Curriculum pages on our [website](#).

Core Principles

The Core Principles are made up of three areas:

1. Actuarial Statistics
2. Actuarial Mathematics
3. Business.

By studying the core principles, you will learn the foundation skill set, knowledge and application of statistics, mathematics, and business. Actuarial Mathematics forms the core for classical actuarial expertise, whilst Actuarial Statistics emphasises understanding statistical concepts and methods, and their practical application to actuarial problems. The Business subjects provide a comprehensive introduction to the core practice areas in an international and global context. These subjects will be further applied in the Core Practices subjects and provide a grounding for the specialist subjects, as well as in an actuary's day-to-day work.

Actuarial Statistics

CS1, CS2

You will develop an understanding of relevant statistical concepts and methods, and their practical application to actuarial problems. You will learn how to apply statistical methods to actuarial problems using real data sets and the open-source software environment R.

[Find out more about our Actuarial Statistics modules, including syllabus, core reading and resources, and exam formats.](#)

Actuarial Mathematics

CM1, CM2

You will gain an understanding of the principles of actuarial modelling, focusing on deterministic models and their application to financial products, stochastic asset-liability models and the valuation of financial derivatives.

[Find out more about our Actuarial Mathematics modules, including syllabus, core reading and resources, and exam formats.](#)

Business

CB1, CB2, CB3

CB1 and CB2 will help to develop your understanding of key areas of business, economics and finance and their application to actuarial practice.

CB3 is self-paced course that allows you to put into practice your understanding of working in a business environment and solving problems through inform decision making. The course does not have an exam, but rather the requirement of completing a Business Game simulation and assignment.

[Find out more about our Business modules, including syllabus, core reading and resources, and exam formats.](#)

Core Practices

The Core Practices subjects focus on developing actuarial practice through application of the Core Principles subjects. These subjects consider the actuarial control cycle, risk, communication and modelling. The Core Practice exams are designed to bridge the gap between technical knowledge and professional application, assessing skills and knowledge by applying actuarial principles in real-world contexts.

Actuarial Practice

CP1

You will use the technical and business skills learnt in the Actuarial Statistics, Actuarial Mathematics and Business subjects, combining them with new learning material on how these skills are applied to solve real-world problems. You will develop the essential knowledge of risk management techniques and processes required by all actuaries.

[Find out more about our Actuarial Practice, including syllabus, core reading and resources, and exam formats.](#)

Modelling Practice

CP2

You will develop skills in communicating and presenting actuarial work to other actuaries in a business context. You will practice modelling data, documenting the work, analysing the methods used and outputs generated and communicating the approach, results and conclusions.

CP2 aims to ensure that the successful candidate can model data, appropriately document the work, analyse the methods used and outputs generated, and communicate results and conclusions.

[Find out more about our Modelling Practice, including syllabus, resources and exam formats.](#)

Communications Practice

CP3

You will learn how to communicate effectively when relating concepts used by actuaries to clients and stakeholders without technical expertise and undertake an element of self-reflection in your communication.

CP3 aims to develop skills in identifying appropriate forms of written communication, selecting appropriate language for a non-specialised audience, identifying the key issues that need to be addressed and conveying the key issues in an effective way.

[Find out more about our Communications Practice, including syllabus, resources and exam formats.](#)

IFoA pre-Fellowship curriculum

Specialist Principles and Specialist Advanced

The Specialist Principles and Specialist Advanced subjects further develop the knowledge and skills, acquired through the Associate qualification, within the context of a particular specialism of actuarial practice. These examinations will assess a candidate at a higher cognitive level, with an emphasis on application, synthesis and evaluation.

Specialist Principle (SP) subjects focus on:

1. The main principles and techniques of actuarial management and control that are relevant to the specialism.
2. Application of these principles to analyse hypothetical scenarios, including use of judgement to analyse and assess the implications of possible actions and to develop appropriate proposals or recommendations.

Specialist Advanced (SA) subjects build on the Specialist Principles (SP) subjects to enable a student to:

1. Understand the more complex aspects of actuarial practice within the specialism.
2. Apply the principles of actuarial practice to complex scenarios.
3. Compare the approaches by which the principles are applied in practice areas across different jurisdictions.
4. Recommend coherent solutions and courses of action for a business.

The subjects cover specialisms in the traditional actuarial areas of insurance and pensions, as well as investment and banking. You will need to take any two Specialist Principles (SPs) and any one at the Advanced level (SAs).

Health and Care - SP1, SA1

You will cover changes in the health and care environment, the products sold, the legislative and regulatory environment, and risk management and pricing. You will draw on examples from different territories and look at the healthcare challenges in different markets around the world.

[Find out more about our Health and Care modules, including syllabus, core reading and resources, and exam formats.](#)

Life Insurance - SP2, SA2

You will cover current topics and changes in the life insurance environment, the products sold, the legislative and regulatory environment, risks and risk management and pricing. You will draw on examples from different territories and look at the differences in regulation, solvency and capital requirements, and products sold in different markets.

[Find out more about our Life Insurance modules, including syllabus, core reading and resources, and exam formats.](#)

Pensions and Other Benefits - SP4, SA4

You will learn to apply the main principles of actuarial planning and control needed for the financial management of pensions and other benefits. You will gain knowledge of the changing environment, including alternative approaches to benefit provision, as well as risk sharing, defined contribution arrangements and public sector schemes and draw on examples from different territories.

[Find out more about our Pensions and Other Benefits modules, including syllabus, core reading and resources, and exam formats.](#)

Investment and Finance - SP5, SP6, SA7

You will receive a comprehensive introduction to the specialist areas of investment and finance, and financial derivatives and investment and finance applications. You will have the opportunity to develop the knowledge and skills needed as a Chief Investment Officer, or similar roles in financial institutions.

[Find out more about our Investment, Finance modules, including syllabus, core reading and resources, and exam formats.](#)

General Insurance - SP7, SP8, SA3

You will learn to apply the mathematical and economic techniques, and the principles of actuarial planning and control needed for the financially sound operation of general insurers. You will cover changes applicable to the general insurance environment, the legislative and regulatory environment, the products sold, risks and risk management, pricing and reserving, and capital modelling. You will learn how general insurance business is conducted in different territories considering differences in regulation, solvency and capital requirements, and products sold in different markets.

[Find out more about our General Insurance modules, including syllabus, core reading and resources, and exam formats.](#)

Enterprise and Risk Management - SP9

You will learn the key principles of enterprise risk management; the management of risk in the context of an enterprise, as a whole and the tools used in businesses. You can go on to achieve our CERA qualification once successfully complete our SP9 exam, by completing one of our the CERA seminars.

[Find out more about our Enterprise and Risk Management, including syllabus, core reading and resources, and exam formats.](#)

Banking Pathway - SP10 (ASSA B100 Banking Principals), SA10 (ASSA B200 Banking Application)

Banking Specialist Principles and Advanced (SP10 and SA10) are key subjects if you are planning to work in the field of banking. We are delivering this opportunity through formal accreditation of the Actuarial Society of South Africa's (ASSA) online international modules in Banking.

- **SP10:** The aim of Banking Principles (SP10 – ASSA course code B100) is to develop a student's ability to apply, in simple situations, the main principles of actuarial planning and control that are relevant to the provision of banking business.
- **SA10:** The aim of Banking Specialist Advanced (SA10) is to develop a student's expertise to a level that allows the successful application of knowledge of the banking environment and the principles of actuarial practice for a banking business. It builds on material covered in Subject SP10 and seeks to equip a student with the skills and broad working understanding of a banking business to the level that may be required of a senior manager.
- **Sitting SP10 or SA10 Examinations:** Candidates taking our Banking pathway will complete their studies and examinations for SP10 and SA10 directly with ASSA. We recognise successful completion of ASSA's new Banking modules as part of our pre-Fellowship pathway to qualification.
- **SP10 and SA10 Exam Passes:** Candidates who are successful in passing SP10 or SA10 will need to contact Member Services to apply for an exemption, free of charge, to bring their exam pass to the IFoA.

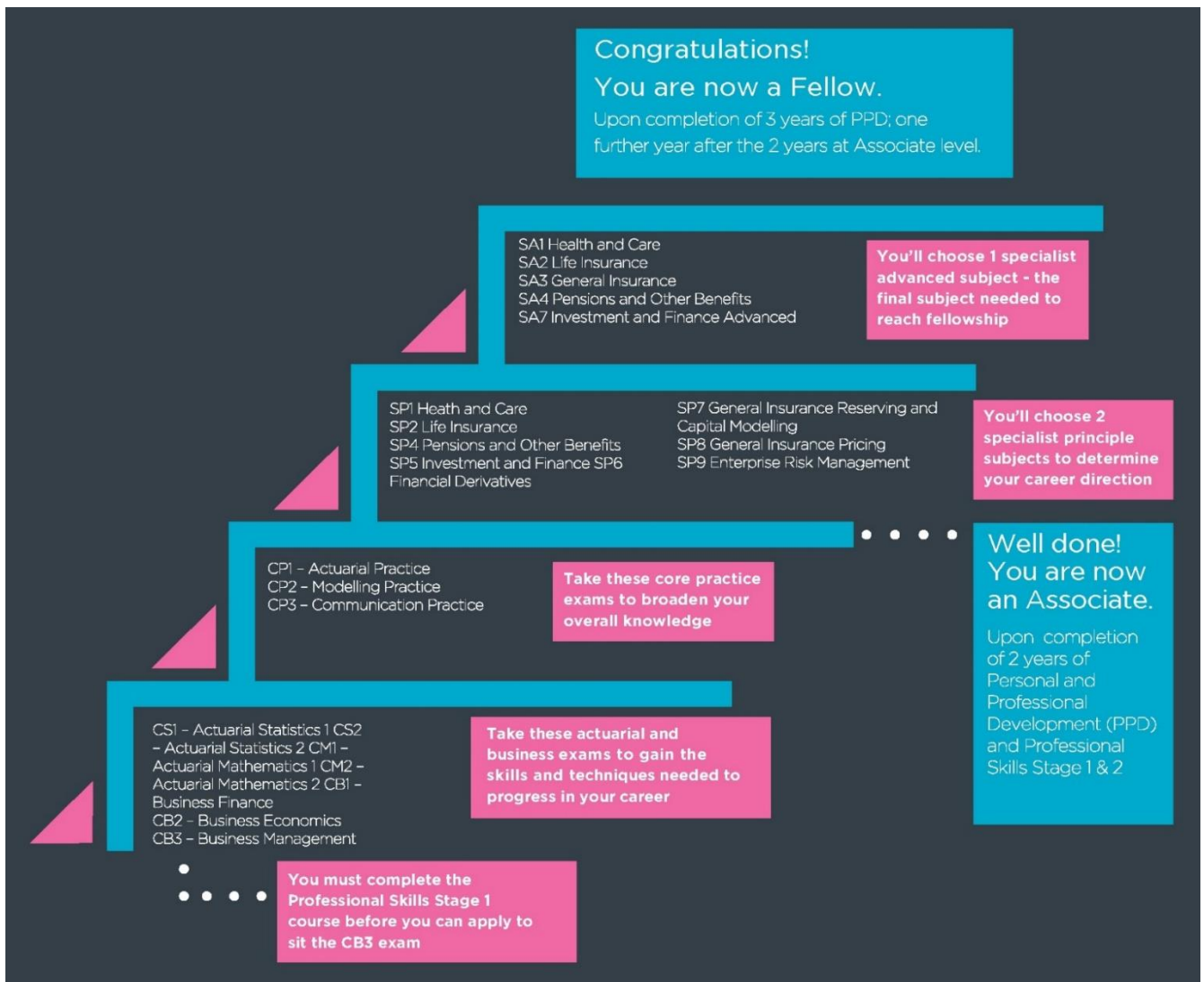
[Find out more the Banking pathway to Fellowship](#)

Planning your study route

For both Associateship and Fellowship qualifications, you will need to pass the assessments or obtain exemptions from all the Core Principles and Core Practices subjects.

The Core Practice subjects require to use skills learnt in the Core Principles subjects, we therefore recommend you complete these Core Principles subjects before progressing to the Core Practice subjects.

If you joined after 2 January 2019, you would need to qualify as an Associate before progressing to Fellow. You may still sit any of the Specialist Principles and Specialist Advanced subjects during your path to Associateship; however, we highly recommend you focus your studies on passing the Core Principles and Core Practices.



Recommended study route

You may sit any of our assessments in any order you wish, and there is no formal pre-requisite to sit a specific exam before taking another.

However, you should be aware that certain subjects build upon skills and knowledge gained through learning previous subjects. We have provided some recommendations below to help you plan your study route towards the Associate and Fellow qualifications.

We recommend you speak with your actuarial colleagues, peers, study support mentors or recently qualified actuaries to help plan a study route that is right for you.

Associate curriculum study route Core Principles subjects

The Core Principles subjects (CS, CM, and CB modules) provide an initial understanding in many of the key principles and concepts required in actuarial work. These principles and concepts are further developed in the later IFoA exams.

The Core Principles exams can be taken in any order, however as skills and knowledge are built on we recommend approaching the subjects in the following order:

1. **CS1** - CS1 provides a grounding in the basics of statistical techniques
2. **CS2** - CS2 uses the knowledge of statistical techniques gained CS1. Specifically for applications used in actuarial practices.
3. **CM1** - covers the principles of mathematics and modelling as applied to actuarial work. We recommend completing CS1 before studying for CM1 as CS1 introduces techniques that are drawn upon and used in CM1
4. **CB1** - Before studying CB1 we recommend completing CM1, where you will gain a basic understanding of interest rates which you will then apply in CB1.
5. **CB2**
6. **CM2** - applies the principles covered in CM1 and uses techniques you will have studied in CS1, CS2 and CB2
7. **CB3** – Some of the skills and knowledge you will learn in CB1 and CB2 are applied in CB3 in a business simulation.
8. **CP1** - The CP modules build on the knowledge and concepts you have developed by studying the CS, CM and CB modules. CP1 underpins all SA and SP subjects, providing essential knowledge of risk management techniques and processes required by all actuaries. CP1 is an essential introduction to Enterprise Risk Management, SP9 and the Chartered Enterprise Risk Actuary qualification.
9. **CP2** - The CP modules build on the knowledge and concepts you have developed by studying the CS, CM and CB modules.
10. **CP3** - CP3 builds on the concepts and skills of CP1,

Specialist Principles and Specialist Advanced subjects

The Specialist Principles (SP) subjects and the Specialist Advanced (SA) subjects use the concepts developed in the CS, CM, CB and CP subjects to solve complex problems, to produce coherent advice and to make recommendations in specific practice areas.

You can choose which two Specialist Principles subjects to study. When choosing, you should consider guidance from your employer, the practice area in which you work and its related areas, where you would like to work in the future, and what interests you in actuarial practice.

Students and Associates commonly choose a Specialist Principle subject for the Practice area in which they work (for example Life, Pensions, General Insurance, Health and Care), and a Specialist Principle subject in a related area. Common combinations of Specialist Principle subjects include:

- Life (SP2) and Investment (SP5 or SP6)
- Pensions (SP4) and Investment (SP5 or SP6) and Banking (SP10)
- Life (SP2) and Health and Care (SP1)
- General Insurance Capital Modelling and Reserving (SP7) and General Insurance Pricing (SP8)
- Any of the practice area SP exams (SP1, SP2, SP3, SP4) with Enterprise Risk Management (SP9)

You are not requirement to choose two related Specialist Principle subjects.

You must choose one Specialist Advanced subject. Students and Associates will commonly choose the Specialist Advanced subject in the same practice area they work or completed the Specialist Principle subjects. For example, students and Associates who work in Pensions will commonly choose SA4 after they have completed the SP4 Pensions exam.

Specialist Advanced subjects assume knowledge of the related Specialist Principles subject(s). Therefore, it is recommended to have passed the Specialist Principles subject before sitting the related Specialist Advanced subject.

Other tips to helping you choose your SP and SA subjects:

- Speak to recently qualified actuaries within your company about their subject choices.
- Your employer may have a preference to which exam you undertake depending on the role or sector you are working in.

Do you have any Prior Learning?

You may be eligible for Exam Exemptions.

We offer recognition of prior learning for IFoA members who have completed a qualification that is equivalent to our examinations (IFoA examination exemptions).

Who can apply for IFoA examination exemptions?

1. Student members and Associates who join us can [apply for exemptions](#) from IFoA examinations based on recognised qualifications awarded by other organisations if you have:
 - a. Completed an IFoA accredited university course or module, or
 - b. Hold a recognised qualification with another professional body.
 - c. You may also be eligible for IFoA examination exemptions if you have a maths-based qualification from a non IFoA accredited university, MBA or Masters Level thesis.

Exemptions eligibility is determined at the discretion of the IFoA and/ or eligibility criteria that are listed on our website.

Exemptions will not be granted after a period of 5 years (60 months) from the date of the award the exemption is based on, for example date of graduation.

Individuals can consider applying for a [Transfer of Prior Learning](#) but this must be done before you join as a student member. We cannot consider a Transfer of Prior Learning application after student membership of the IFoA is confirmed.

How do I apply for IFoA examination exemptions?

You can apply for IFoA examination exemptions through more than one of the routes listed below. If you are applying for IFoA examination exemptions through more than one route, you will need to complete a separate application for each route.

Select the relevant exemption route from the list below to find out how to apply for exemptions from IFoA examinations.

- [IFoA accredited university course or modules \(Route A\)](#)
- [Professional body qualification \(Route C\)](#)
- [Non-accredited university course or modules \(Route D\)](#)
- [SP0: An Alternative Specialist Principles option \(Route E\)](#)

You will need to submit an IFoA examination exemption application for us to consider whether you are eligible for IFoA examination exemptions.

Mandatory Requirements

Personal and Professional Development (PPD) requirements

What is Personal and Professional Development (PPD)?

Personal and Professional Development (PPD) is the practical work experience requirement that applies to all IFoA students on the path to becoming either an Associate or a Fellow. It is a key component of our qualification.

As an IFoA student, you are required to submit a minimum amount of credits and formal learning hours each year, in order to sit exams and maintain your student membership.

PPD is the practical application of the skills and knowledge that students and Associates gain from our examinations in the workplace. With members working in a variety of roles across a range of sectors, IFoA PPD requirements are designed to be flexible to fit whichever role you are undertaking.

Personal and Professional Development (PPD) is a key component of the qualification journey, which supports your journey to qualification by:

- Allowing you to demonstrate how you have applied in practice the knowledge and skills you have gained through our examinations.
- Developing your understanding of the business environment and how to work within a professional and ethical framework.
- Demonstrating the need for continuous development of yourself and your skills, and to reflect on the quality of your work and how you can improve in the future.

Your practical work experience recording via PPD is as important as studying and passing your exams and assessments. To be deemed suitable to practise as a qualified Associate or Fellow you need to demonstrate the required skills set we expect qualified actuaries to possess.

Each year prior to your unique PPD deadline, you must record a minimum of three credits and two formal learning hours of documented work-experience in your PPD account. This annual recording ensures you are keeping your experience up to date and relevant. PPD recording is also a useful personal tool to keep track of how your skillsets and self-reflections have developed each year on your route to qualification.

You can find full details about the requirements on the [Personal and Professional Development website pages](#).

In addition, you can find our helpful PPD Frequently Asked Questions available [here](#).

Recording PPD: What do I need to do?

1. All student members with us are required to complete PPD recording each year.
2. Associates who wish to continue their studies to Fellow also need to record PPD annually.
 - i. Members who hold Associate status, and are not working towards Fellow, can opt-out of PPD by contacting Member Services.
 - ii. During this period, you cannot sit any IFoA exam and, should you opt back into PPD at a later time, you are not able to retrospectively record PPD for any period.
3. Each year you are required to submit PPD. You will have a unique date to submit your records by; this is usually the date you joined us and is known as your 'annual PPD deadline date'. You will need to submit a minimum amount of PPD per year, and your records should evidence work-based activities that closely match the 30 plus competencies available. There is also an annual requirement to record formal learning activities in addition to the competencies.

4. The recording of your work experience is done through the submission of individual PPD records. Students have three key [objective categories](#) to pick from: Effective Communication, Problem Solving and Decision Making and Professionalism. Each record should be linked to a particular activity within the workplace. A PPD record must contain the following:
 - i. An objective, competency or [formal learning activity](#)
 - ii. A description of the [task or activity](#) (limited to 250 characters).
 - iii. A [detailed learning outcome](#) (limited to 1024 characters with a minimum of 600)
 - iv. The date you undertook that activity.
 - v. Confirm that the PPD record has been discussed with your supervisor or line-manager before it is submitted

Minimum work experience (PPD) requirements to qualification

5. If you are submitting [the minimum amount of work experience](#) for either the Associate or Fellow qualification you cannot submit your final sign off and work experience documents until the full minimum duration required (Associate/Fellow) months have passed. For example, you cannot submit your application for Fellow with just, say, 33 months of the required 36 months experience needed.
6. If you have met the minimum recording requirements for Associate or Fellow, but you are still undertaking your examinations, you must continue to record the minimum annual conditions of three credits and two formal learning hours each year you are a member until you qualify.

You can find full details about the requirement on the [Personal and Professional Development website](#). In addition, you can find our helpful PPD Frequently Asked Questions available [here](#).

Audits of your PPD Records

7. We are here to support you in your journey to Qualification. To ensure the standard and accuracy of your PPD records, we conduct regular audits of your PPD records to provide feedback and highlight areas of improvements.
8. You will be eligible for an audit at any point during your Student and Associate journey to qualification, and you may receive several audits during your membership. You should also keep the details of your supervisor so they may be contacted to verify your submissions.
9. Our review might highlight that your records do not meet our required standard. You will be given the opportunity to take our feedback onboard and amend your PPD logs accordingly.
10. Members should be aware that engagement with a PPD audit is mandatory: Should you not amend any PPD logs that do not meet the standard, you may lose a years' worth of work experience, and this may not be counted towards your qualification.
11. If your records do meet the standards, you will be informed. Your records will be marked as a Pass which will mean a quick review process when you apply for Associate or Fellow. You will receive a final review of their PPD records at the point of qualification for the Associate and Fellow award.

You can find full details about the requirement on the [Personal and Professional Development website](#). In addition, you can find our helpful PPD Frequently Asked Questions available [here](#).

Professional skills

We are committed to supporting our members in attaining the highest levels of professionalism that assures our profession's global reputation.

The Stage 1 Professionalism Course and Stage 2 Online Professionalism Course are part of the qualification requirements.

You will need to complete [IFoA Online Professionalism Courses](#) Stages 1 and 2 to qualify as an Associate of the IFoA. Associates and Fellows are required to complete two hours Professional Skills Training every year. This training can include Continuing Professional Development (CPD) activities with a learning outcome related to managing professional ethical challenges, undertaken as part of your CPD requirements.

Stage 1: Professionalism Course

This is an e-learning course comprising four modules:

Module 1: Introduction to professionalism

Module 2: The IFoA; structure, regulation and compliance

Module 3: The Actuaries' Code

Module 4: Professionalism in practice

You will need to work through each module in order and in your own time at a pace that suits you. Each module contains hyperlinks to relevant material on the IFoA's website as well as video and illustrative content. You should access all of this content.

At the end of each module there are a number of multiple-choice questions for you to complete. You must achieve a minimum score of 60% to allow you to move on to the next module. The whole course should take up to 5 hours to complete.

The course can be accessed at any time and **must be completed before applying to sit CB3 Business Management course.**

Stage 2: Online Professionalism Course

This course builds on the knowledge acquired in Stage 1, with a format based around discussion of case studies with input from specialist ethicist and actuary facilitators.

The Stage 2 Online Professionalism course uses case study discussions to explore concepts of professionalism, awareness of the Actuaries' Code, and business ethics. Participants will have the opportunity to ask any questions in relation to the case studies, or other ethics/professionalism-related topics in a Q & A session.

The course must be completed, either before qualifying as an Associate or within six years of joining the IFoA.

Newly qualified Fellows need to complete the course within one year of transferring to Fellow, unless they have previously completed the former Stage 2 Professional Skills Course (PSC).

The whole course should take up to 8 hours to complete.

If you joined us before 1 July 2020

Students who joined us before 1 July 2020, who have not already completed the relevant Professional Skills course (Stage 1 and/ or Stage 2) will be required to complete the relevant Stage of the new Professional Skills course.

Students who join us under the Transfer of Prior Learning (TPL) process

Student members who are accepted under the [Transfer of Prior Learning \(TPL\) process](#), on or after 1 July 2020, must complete the new Stage 1 Professionalism Course within six months from the date of their admission to us.

[Find out more about IFoA Professional Skills Training, including course fees and how to book.](#)

Preparing for your examinations

Preparing for your exams

We have no prescribed method or approach that we expect our members to follow when preparing for exams. When asking our members how they prepare for exams, responses include a wide range of techniques and methods.

It is recommended that you find a style of study that best suits both the subject content and your own way of learning. This method may need to change or evolve as you progress through the qualification and the requirements of each assessment vary.

We have listed below a range of resources which you might be find useful in tailoring an approach that works best for you.

Studying

To help you prepare for your IFoA exams, you can find a list of IFoA examination subjects on our [curriculum web pages](#), which include information on:

- Subject syllabus
- Exam format
- Recommended study hours
- Core reading
- Recommend reading lists

Core reading

Core reading lists ensure that you, tutors, and the examiners all have a clear shared understanding of the syllabus requirements for each exam. The core reading is an additional resource to support your learning and understanding of each subject.

In your exams you need to show your understanding of the concepts covered in core reading. On each of the [curriculum subject webpages](#) you will be able to purchase the core reading for the subject you are studying.

You can buy our core reading via our [E-Shop](#).

Additional reading

For some subjects, additional reading is required. These documents will be listed on the [curriculum subject webpages](#) or within the syllabus documents found on each examination web page.

You can access the material listed on the curriculum subject Resources pages by logging in to the Actuarial Knowledge Hub and following Access eBook links to book titles listed on the Resources pages for each exam subjects. For more information on how you can access the Library Services and Actuarial Knowledge Hub, you can visit our [Library Services webpage](#).

Banking SP10 and SA10 Resources

You can access the SP10 and SA10 syllabus documents on our banking webpage where resources such as learning material and Core Reading are available:

[ASSA's website](#)

[ASSA's Registration Process Document](#).

Tuition

You can access face-to-face tuition and distance learning materials for our examinations from tuition providers. You can find more information on [our tuition providers web page](#).

Please note we do not provide tuition for the exams.

Command verbs

Command verbs are the words (or signposts) in the exam questions that tell you what the examiner wants you to do. The command verb should give your answer direction and guide you on how much detail you need to include to achieve the marks.

IFoA exam questions are designed to test a range of knowledge and skills and their application. As you progress through our exams, you will need to demonstrate that you are able to interpret the meaning of data and evaluate their significance to the breadth and depth signified by the command verb.

You can find a list of command verbs for IFoA examinations on our [Command verbs used in the Associate and Fellowship exams web page](#).

We recommend that you understand and are familiar with the list of command verbs before you sit an IFoA exam.

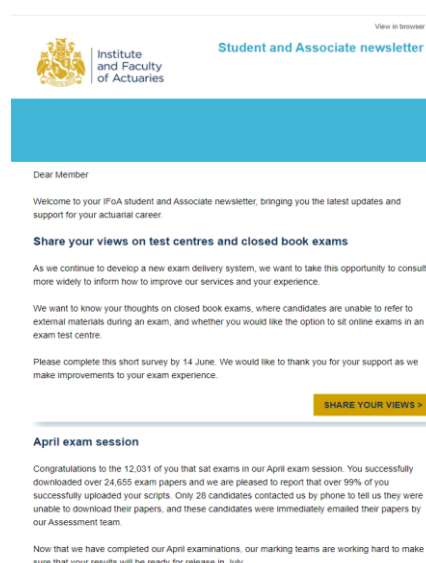
Support and resources

Student and Associate Newsletter

Each month we email you a student and Associate Newsletter, featuring important updates, including:

- Deadlines relevant to exam and assessment bookings, access arrangements and mitigating circumstances.
- Any changes to exam and assessment policies and procedures that may affect you.
- Study and mentoring opportunities.
- Meetings, conferences and volunteering opportunities that you may be interested in.
- Other areas of interest which might be of interest to our students and Associates.

Make sure you read our student and Associate Newsletter so you don't miss out on information that may affect you as a student of the IFoA.



Student Communities

The Student Communities was introduced in early 2025 and ever growing. The space is designed for students to connect, share experiences, and seek information throughout their actuarial journey. Whether you're looking for study tips, exam guidance, or simply want to chat with fellow students, you're in the right place. All members of IFoA communities are welcome to join the conversation and offer support, with any additional guidance provided to help you make the most of your experience here. For further details on how to access the group, contact exams@actuaries.org.uk

Virtual Learning Environment, Student Hub



Your go-to space for exam preparation and learning in manageable, bitesize pieces. The Virtual Learning Environment is packed with resources designed to support your actuarial studies - whether you're revising key concepts, brushing up on technical skills, or looking for structured guidance. We have developed a dedicated Student Member Hub area for you, so dive in and make the most of this powerful tool to stay on track and feel confident in your learning journey.

Library services and Actuarial Knowledge Hub

Alongside site libraries in London and Edinburgh, our Library Service provides an extensive range of subscribed online resources for all members of the IFoA.

We have hundreds of ebooks and thousands of journal articles on our [Actuarial Knowledge Hub](#). This means we can make many key titles available to members electronically rather than as physical loans. To find more information on accessing the Actuarial Knowledge Hub, [download the guide](#).

You can also search the [Online Library Catalogue](#) directly to find and request print books. The 'New Acquisitions and Subject Search' finds recent articles on practice areas, world regions and current topics of interest.

For more information on how you can access the Library Services and Actuarial Knowledge Hub, you can visit our [Library Services webpage](#).

The [Curriculum section](#) on our website provides **Resources** pages for each IFoA examination module. You can follow direct links to Core Reading eBooks and papers, as well as to other library content that complements Core Reading and the course study materials. These resources have been reviewed by Education Actuaries and Examiners.

IFoA information and updates

We will contact you by email with important information relating to your qualification journey.

This includes:

- Updates to regulations, policies and guidance relating to IFoA exams.
- Exam entry and other booking confirmations - if you don't receive a confirmation, your exam may not have been booked.
- Information and updates about other applications you make - this may be for exemptions, exam counselling or about your PPD information.
- Important updates about your exam sitting.
- You can also find news and updates relating to the current IFoA exam session on [our exam news web page](#).
- If you are not receiving update emails or your [Student and Associate newsletter](#), please check your junk email folder and make sure we have up-to-date email contact details for you.
- We will be sending the majority of your communications from two email addresses. To ensure that you continue to receive essential communications from us please could you add the below to your safe senders list (please do not email these addresses as the mailboxes are not monitored).
 - a. email@notifications.actuaries.org.uk, and
 - b. news@update.actuaries.org.uk
- Please also check your junk mail folders for any emails you may have already missed.

Sitting your exams

Before you sit your exam, you will need to read and be fully aware of the following documents and guidance:

- [Examination Handbook](#)
- [Assessment Regulations and Exam Rules](#)
- [Inappropriate conduct guidance](#) found in both Qualification Handbook and the Examination Handbook
- Joining instructions – available in your [‘My Account’](#) area two weeks before the start of the exam session.

Please ensure that you read and understand these documents during your exam preparations.

Banking SP10 and SA10 examinations

If you are sitting the banking SP10 and SA10 examinations via Actuarial Association of South Africa (ASSA), these examinations are not bound by the IFoA’s Exam Handbook or Assessment Regulations. Please see the ASSA guidance for the regulations governing these exams.

Examinations Handbook

You can find all the practical information you need to prepare for sitting an IFoA exam in our Examinations Handbook, including:

- Exam joining instructions and when you will receive them.
- Pre-Exam preparation instructions, including step-by-step information on how to create and verify your details via our online exam platform.
- Guidance on how to complete the exam platform, with additional guidance available on completing the proctoring equipment checks, for candidates sitting through remote invigilation.
- Minimum technical requirements for equipment for candidates sitting IFoA exams.
- Exam process timeline and candidate preparation checklist.
- IFoA exam formats.
- Guidance on answering and saving your work.
- What to do if you have issues on exam day. Links to essential policies and procedures.

The exam handbook will be updated ahead of each exam sitting, so please make sure you read the handbook as details from the previous sitting may have changed.

[Read the Examinations Handbook](#)

IFoA Assessment Regulations

All candidates sitting our assessments are required to follow the [IFoA Assessment Regulations](#).

Please make sure you have read the IFoA Assessment Regulations before you sit your exam.

Failure to adhere to these regulations could result in your assessment being investigated.

[Read the IFoA Assessment Regulations.](#)

Booking your examinations

Booking your Sessional exam

Booking Guidance

Each year there are two opportunities to sit our Core Principles, Core Practices, Specialist Principles or Specialised Advanced sessional examinations, in April and September. You can find key dates relating to exam booking window and the full timetable of IFoA exams on our [Exam Key Date webpage](#).

Exam Entry dates are only relevant to sessional exams held in April and September. Not applicable for CB3 Business Management assessment.

The CB3 Business Management assessment runs separate to our sessional examinations and can be completed throughout the year, except during April and September. You can log in to your 'My Account' area of our website at any time to see available examination dates and to book your exam (once you have completed [our Stage 1 Professionalism Course](#)).

Members will be informed in advance of any planned changes to the exam booking process for future sessions.

Before you book your Sessional Exam

Please make sure you read our [Examinations Handbook](#) before you book your exam.

All exams are run in UK time and start at 9am (UTC+1). You will be informed in advance of any planned changes on exam times for future sessions.

Dual exams

Both elements A and B of the CS1, CS2, CM1 and CM2 examinations need to be taken during the same examination sitting.

Both Paper 1 and 2 of the CP1 and CP2 examinations need to be taken during the same examination sitting.

SP10 and SA10 exams

If you are sitting the banking SP10 and SA10 examinations via Actuarial Association of South Africa (ASSA), you cannot book through us directly. To register on course B100 Banking Principles (SP10) or B200 Banking Applications (SA10) you will need [to register as a Non-member on the ASSA website](#). Once you have created your Non-member account, [visit the ASSA home page](#) and [log in to the ASSA web site](#).

How to book your Sessional Exam

Once [exam entry opens](#), you can book IFoA exams by logging in the 'My Account' area of our website and selecting Exams in the left hand menu.

Exam and Assessment fees

You can find a full list of exam fees and charges for the current examination session on our [exam and other fees webpage](#).

Reduced rate exam fees

If you are eligible to pay reduced examination fees, please make sure that you have successfully applied for reduced rate membership subscription fees as part of your IFoA membership application or renewal before you book any IFoA examinations.

You can find more information on booking your IFoA exam, including payment for examination entries and exam booking confirmation on our [book your exam](#) web page.

Changing your Sessional Exam booking

If you would like to change your exam booking within the same exam session, we may be able to do this for you; however, we cannot guarantee to make a change that you request. There are charges for some of these changes.

While the exam booking window is open, you can request a change to your online exam booking, including changes to your booked start time (subject to availability), by contacting our [Member Services team](#).

Cancelling your online exam booking / Refund of examination fees

If you would like to cancel your online exam booking, please contact our [Member Services team](#).

You can find out more about changing or cancelling an exam booking on our [book your exam](#) web page. You can read full details on the [IFoA Refund Policy](#) web page.

Booking your CB3 Business Management

How to book

The CB3 Business Management assessment runs separate to our sessional examinations and can be completed throughout the year, except during April and September. You can log in to your 'My Account' area of our website at any time to see available assessment dates and to book your exam (once you have completed [our Stage 1 Professionalism Course](#)).

Changing or cancelling your CB3 exam booking

To change your CB3 Business Management assessment booking, you will need to cancel and then rebook your assessment for a new date.

Please note a charge for changing or cancelling your CB3 assessment booking will apply.

Cancelling 3 weeks before your exam date

We cannot accept cancellations after registration closes (**5 weeks prior to the game**). Students will be given access to Learning Materials on the VLE which contain information for the assessment 4 weeks prior.

If you cancel your exam booking **3 weeks before your exam**, you will be entitled to a refund of the assessment fees you have paid for that assessment, subject to a deduction of a 10% administrative charge and any applicable bank charges.

Please email our Member Services team to notify them of your exam cancellation and include a completed [CB3 Refund application form](#).

Refund of assessment fees

You can find out more about changing or cancelling an assessment booking on our [book your exam](#) web page. You can read full details on the [IFoA Refund Policy](#) web page.

CB3 updates

A revised CB3 Business Management Assessment was launched in July 2025. You can book on to an assessment through by logging in the '[My Account](#)' area of our website and selecting Exams in the left hand menu.

Access and Inclusion arrangements for sitting exams

Access and Inclusion arrangements (or reasonable adjustments) are changes made to exam conditions. These changes may be necessary in circumstances where students and Associates are experiencing long-term or short-term conditions or regarded as disabled in terms of the Equality Act 2010.

You can find further information on the types of conditions that may require reasonable adjustments for exam conditions, along with details of how to apply in our [access arrangements policy](#).

How do I apply?

You can apply for access arrangements using:

[Application form for access and inclusion arrangements](#)

You will need to include supporting evidence with your application.

Submitting your application

Details of how to apply can be found on our [access arrangement webpage](#). Please make sure you submit your application for access arrangements before the [exam entry closing date](#).

2025 Changes

To support you through the upcoming changes, we have updated our Access and Inclusion Arrangements policy to reflect the requirements of remote invigilation and exam centres. We have expanded the policy to ensure IFoA exams and assessment remain accessible and inclusive.

The revised policy includes a list of items (known as 'comfort aids') that you may want to review, to see if there is anything that you need to declare before sitting an exam and assessment. The documents on our [access arrangements web page](#) will guide you through applying.

If you have any questions about our Access and Inclusion Arrangement policy, please [contact us](#). We are here to support you as much as we can, and it may be that a question you have is also concerning other students and we can publish the answer in our FAQs to help everyone.

IFoA policy, procedures, resources and support

After your exams

Mitigating circumstances

Definition

Mitigating circumstances are unexpected, serious events beyond your control that have a significant and negative impact on your performance in an IFoA assessment.

Key Points to Remember

- You **cannot** apply for mitigating circumstances *before* your exam or assessment takes place.
- You **cannot** apply for mitigating circumstances if you *did not sit* the exam or assessment.

How to Apply

1. [Read the Mitigating Circumstances Policy](#) to understand what qualifies.
2. If your situation meets the criteria, complete the [Mitigating Circumstances Application Form](#).
3. If you're concerned about providing documentation within the required timeframe, contact exams@actuaries.org.uk for guidance.

Need More Information?

Visit our [Mitigating Circumstances webpage](#) and [FAQ page](#) for full details on eligibility, documentation, and the application process.

Inappropriate conduct

Guidance on inappropriate conduct in IFoA assessments and what candidates need to be aware of.

To support candidates sitting IFoA assessments, we have put together the following information which outlines examples of inappropriate conduct. We also provide further details on how we identify and consider possible breaches of the IFoA [Exam Rules and/or Assessment Regulations](#).

Please note this guidance relates to session based (April and September) examinations, as well as CB3, PPD and any other form of assessment such as [Professional Skills](#), which are all required to be completed by members on the pathway to qualification.

What is inappropriate conduct?

Any action or attempted action that may result in a candidate or student of the IFoA gaining an unfair advantage during IFoA assessments, or any other part of the qualification process.

Inappropriate conduct in IFoA assessments includes (but not limited to):

Plagiarism

Plagiarism is the presentation of work that is not your own. This could include the copying of text from internet webpages, study materials (including IFoA past Examiner reports) and written content taken from other original sources.

Plagiarism can also include submitting your own previously assessed work, known as self plagiarism.

The IFoA assessments are closed book therefore access to non permitted materials (including study materials, notes and internet resources) during the assessment would be considered a breach of the exam rules and assessment regulations.

Collusion

Collusion is any unauthorised collaboration or communicating between candidates during assessments.

Cheating

Cheating is any attempt to obtain or to give assistance in an examination or assessment without acknowledging this occurred.

Personation

Personation usually involves getting someone else to assume your identity (pretend to be you) and sit your assessment, with intent to deceive or gain unfair advantage.

Personation also includes getting someone to produce work for you, which you knowingly submit as your own.

Use of assistive or AI generative tools

Use of assistive or generative tools which could potentially give an unfair advantage over other candidates. As an example, this includes the use of generative AI (artificial intelligence) tools such as ChatGPT, as well as various types of translation software which includes the use of AI to generate outputs.

Exam misconduct

Misconduct during an assessment includes, but not restricted to:

- Attempting to access the examination question paper before the examination has started
- Attempting to continue to type or amend your submission after your allocated exam time has ended
- Sharing information relating to the assessment with other candidates during the examination period. The examination period covers the time from when the first candidates begin the assessment until the end time for the final candidates, including those with access arrangements. Once your assessment is over you may want to discuss the exam with others, but you must not contact any other candidate until the assessment is over for all candidates, including those who have additional time.
- Failure to abide by the behaviour and conduct conditions as set out in the exam rules (for in-person and remotely invigilated exams)

For in-person invigilated exams

- Possession or use of a non permitted item during the assessment which may or may not give an advantage.
- Leaving the exam room at a prohibited time or failing to alert the invigilator (with the exception of prior agreed access arrangements)

For remotely invigilated exams

- Failing to adhere to exam room or equipment requirements (as detailed in the exam rules for remotely invigilated exams)

How does the IFoA protect against inappropriate conduct in exams?

The IFoA takes the integrity of our exams and guarding against inappropriate conduct very seriously.

Our [Assessment Regulations and Exam Rules](#) provide clear guidance on expected behaviour during an assessment and what is considered inappropriate conduct.

With the delivery of our assessments carried out both online and in exam test centres, we have a number of measures in place to prevent and detect inappropriate conduct during an IFoA assessment.

These include:

- online proctoring/in-person supervision
- identification verification
- single start times for exams

How does the IFoA identify that inappropriate conduct may have taken place?

Identifying possible breaches of IFoA assessment regulations can involve:

- use of software
- exam submission investigation review, including input from Subject Matter Experts
- exam markers highlighting concerns, or
- whistleblowing

Whistleblowing

You can report suspected inappropriate exam conduct by contacting examintegrity@actuaries.org.uk.

Any information provided to us will be treated in the strictest confidence.

What happens once possible inappropriate conduct has been identified?

Every exam submission is subject to an investigative review, to ensure no possible breach of the [Assessment Regulations or Exam Rules](#) has taken place. Reviews are carried out by the IFoA executive staff in the first instance and may also involve a referral to an Education Actuary or other Subject Matter Experts for input if deemed appropriate.

This review process acts as a filter to make sure that only cases where there is substantial cause for concern will be followed up.

At any stage during the review process possible breaches of the assessment regulations or exam rules can be and are dismissed where it is deemed appropriate to do so.

Contacting candidates about possible breaches of our assessment regulations or exam rules

Following the review process, we write to candidates who have breached the assessment regulations or exam rules to advise them of the concerns identified. In our communication we provide an explanation as to the possible breach which has occurred.

If it is determined that a case needs further consideration in order to determine an outcome, then the candidate will receive an opportunity to respond in writing to the concerns we have raised. The candidate's response can include any evidence that they think is relevant and will be taken into consideration when reviewing the case. In some instances, cases will be presented to an IFoA inappropriate conduct panel for an outcome decision.

Once the investigation has been completed, an outcome letter will be provided to the candidate confirming the investigation outcome.

Ensuring a fair process

We recognise that being notified that a possible breach of assessment regulations or exam rules has occurred can be a worrying time for a candidate. Therefore, we want to do as much as possible to keep this distress to a minimum. We make every effort to complete a full analysis and communicate an outcome prior to the release of exam results. On occasions this may not always be possible, however all candidates under investigation will receive communication updates to ensure those impacted are kept informed of the progress of the investigation.

Each case we identify will go through a predetermined review process, ensuring the same level of scrutiny is applied to all candidates consistently. The exact process for review will be determined by the nature and severity of the possible breach identified. More severe cases of inappropriate conduct will be presented to a panel for review.

What are the likely outcomes if it is determined that inappropriate conduct has taken place?

The IFoA treats any finding of inappropriate conduct in either its assessment or qualification processes as a very serious matter.

Outcomes can range from candidates receiving a letter with an advisory notification, through to a disqualification and an exam booking ban of up to a 24 month period, depending on the severity of the inappropriate conduct which has occurred. It is also possible that a case may be dismissed.

In some circumstances a case of inappropriate conduct may also be referred to the IFoA Disciplinary Panel to be investigated but these cases are very rare and a result of serious repeated behaviour.

Is it possible to appeal an inappropriate conduct outcome?

Candidates have the opportunity to appeal the outcome of an inappropriate conduct investigation, including those that may be referred to disciplinary.

Visit the website to find more information on the [appeal process](#).

How is my exam paper marked?

The guidance below may be subject to change for future exam sessions. Candidates will be informed in advance of changes to the marking guidelines.

Marking guidelines

All assessment processes, including marking and moderation, will be conducted anonymously, and include the following steps:

- a. All answer scripts will be marked by two markers, who will have demonstrated that their marking meets expected standards and will have been deemed acceptable by the Chief Examiner (or nominee) before marking candidate answer scripts. Markers will not know the identity of the candidate, nor will they know the marks the other awarded. This is known as double-blind marking.
- b. All marking is completed against a marking schedule explaining where and how the marks are awarded. These are also included in the Examiners' reports and published on our website after the results are released.
- c. All marking is conducted on an e-marking platform.

Standardisation Process

Once an exam has taken place the completed answer scripts are transferred to the e-marking platform.

- a. For each subject, a minimum of three scripts are selected for the first stage of the standardisation process. The senior examining team mark these scripts to define a set of definitive marks. They are then released to the markers. Markers then mark these scripts and compare their own marking against the definitive marks before attending a marking meeting.
- b. At the marking meeting all members of the team come together to review the first stage of the standardisation marking, and where necessary amend the marking schedule.
- c. After this meeting, the senior examining team set definitive marks for a further three scripts. Markers mark these scripts to demonstrate they are marking within expected standards. In some cases, markers will be prevented from starting live marking if they are too far away from the definitive marks. In these cases, the senior examining team provide further support to the marker, or in some cases, the marker is removed from the process.

For further guidance on our Marking Guidelines for our IFoA Assessment please see our website [here](#). Please do spend some time familiarising yourself from the guidance available.

Marking and moderation (script review)

During the live marking, the quality of the marking is also assessed to ensure it continues to be within expected standards.

Due to the nature of many assessments, it is accepted that markers may disagree about the mark awarded for a question – this is not an error. It is an accepted industry norm that a final mark may differ up to a total of 10 marks.

During the marking process, the pass mark will be agreed by the Chief Examiner. The pass mark may change each session based on different factors, such as the complexity of the paper. Once the pass mark has been decided, scripts, which meet the script review criteria, will be reviewed by a senior member of the examining team. This review consists of a full remark of the script.

A candidate's script will be subject to a further review if one of the following criteria is met:

- Where the first and second mark awarded lie either side of the pass mark
- Where the first and second mark awarded is equal to the pass mark
- Where the first and second marks are both fails but the average of the two marks is within two marks of the pass mark.

Examinations made up of two papers will follow alternative criteria for script review. It should be noted that dual paper assessments will have a single pass mark for the combined components; however, each component may not carry an equal weighting.

Dual paper weighting is defined as:

- CM/CS 'A' Papers – 70%
- CM/CS 'B' Papers – 30%
- CP Paper 1 – 50%
- CP Paper 2 – 50%

The criteria for script review for all dual paper assessments is defined as:

- Those where the 'highest' mark is equal to or above the pass mark and the 'lowest' is below it.
- Those where the 'highest' and 'lowest' marks are equal to the pass mark.
- Those where the 'highest' and 'lowest' marks are both fails but the combined average is within 2 marks of the pass mark.

Examples of the above criteria are shown at the end of this document.

- For each candidate, the 'lowest' total mark for the overall exam shall be calculated by combining the lower of the first and second marks for each part of the exam.
- For each candidate the 'highest' total mark shall be calculated by combining the higher of first and second marks for each part of the exam.

In some cases, at the discretion of the Chief Examiner, a script may receive an additional review, which means that some scripts may be marked up to a maximum of four times. There are also occasions where a script is reviewed even if it does not fall within the script review criteria. The Chief Examiner has the discretion to review further scripts; this may be done to validate the pass mark or as part of quality control mechanisms.

Examples of script review criteria for dual paper assessments

50:50 weighting for CP1 and CP2

Those where the 'highest' mark is equal to or above the pass mark and the 'lowest' is below it.

	Marker 1	Marker 2	Pass Mark	60
Paper 1	62	58	Highest Mark	$62 + 64 = 126/2 = 63$
Paper 2	64	57	Lowest Mark	$58 + 57 = 115/2 = 57.5$

Those where the 'highest' and 'lowest' marks are equal to the pass mark.

	Marker 1	Marker 2	Pass Mark	60
Paper 1	61	61	Highest Mark	$61 + 59 = 120 / 2 = 60$
Paper 2	59	59	Lowest Mark	$61 + 59 = 120/2 = 60$

Those where the 'highest' and 'lowest' marks are both fails but the combined average is within 2 marks of the pass mark.

	Marker 1	Marker 2	Pass Mark	60
Paper 1	60	58	Highest Mark	$60 + 58 = 118/2 = 59$
Paper 2	58	57	Lowest Mark	$58 + 57 = 115/2 = 57.5$
			Average	$59 + 57.5 = 116.5/2 = 58.25$

70:30 Weighting for CS and CM assessments

Those where the 'highest' mark is equal to or above the pass mark and the 'lowest' is below it.

	Marker 1	Marker 2	Pass Mark	60
Paper 1	60	55.5	Highest Mark	$60 \times 0.7 + 68 \times 0.3 = 62.4$
Paper 2	60	68	Lowest Mark	$55.5 \times 0.7 + 60 \times 0.3 = 56.85$

Those where the 'highest' and 'lowest' marks are equal to the pass mark.

	Marker 1	Marker 2	Pass Mark	60
Paper 1	60	60	Highest Mark	$60 \times 0.7 + 60 \times 0.3 = 60$
Paper 2	60	60	Lowest Mark	$60 \times 0.7 + 60 \times 0.3 = 60$

Those where the 'highest' and 'lowest' marks are both fails but the combined average is within 2 marks of the pass mark.

	Marker 1	Marker 2	Pass Mark	60
Paper 1	60	60	Highest Mark	$60 \times 0.7 + 55 \times 0.3 = 58.5$
Paper 2	53	55	Lowest Mark	$60 \times 0.7 + 53 \times 0.3 = 57.9$
			Average	$58.5 + 57.9 = 116.4/2 = 58.2$

Scaling

In exceptional circumstances, the Board of Examiners will make the decision to apply an adjustment to the whole cohort, so the marks better reflect the achievements of the candidates sitting the assessment. For instance, scaling may be needed where an error or ambiguity in an assessment question is discovered, or the paper is significantly harder or easier than intended. When this happens, it may result in either an upward or downward adjustment being made to the pass mark and to the final marks awarded to the candidates.

Final Mark

The final mark will be calculated as follows:

- The average of the first and second marks only, where no additional marking has taken place as part of the script review process.
- Script review marks only
- Final script review marks only.

For dual paper assessments, the final mark is determined by the weighting of the paper. For example, in an assessment with a 70:30 weighting the final mark is 70% of paper 1 plus 30% of paper 2.

The final mark reported to candidates will be a whole number from 0 to 100. When marking, the markers may award a 0.5 mark, and due to this in many cases, the average of first and second marks, before rounding, can include 0.25 marks. In all cases where the final mark is not a whole number, the final mark reported to candidates is rounded down to the next lower whole number.

Results

We provide all students and non-member students with the breakdown of the marking for their exam.

Further guidance on and answers to frequently asked questions about exam results can be found on our [marking guidelines web page](#).

SP10 and SA10 Exam Results

Candidates sitting SP10 or SA10 will receive their results from the ASSA website.

Appeals

Assessment appeals

All candidates who take IFoA assessments have the right to appeal against an exam result or investigation outcome, if they have reasonable grounds to do so.

You may make an assessment appeal on the following grounds:

- **Ground One:** There was irregular procedure or improper conduct of an assessment.
You believe we did not follow the correct procedures in the assessment process, including question setting, marking, or result moderation of your assessment.
- **Ground Two:** There were mitigating circumstances that include the following:
 - which could not be disclosed through the usual mitigating circumstances process following the examination.
 - where new evidence that could not have been, or for good reason, was not made available at the time of the submission of the mitigating circumstances application.
 - where a procedural irregularity or administrative error occurred in consideration of the original application.

[You can find further information and assessment appeal applications forms on our make an appeal web page.](#)

Key points to consider when making an Assessment Appeal:

When you are considering making an appeal, it is essential that you have read and understood our [Assessment Appeals policy](#).

We are confident that our approach to the marking of candidates' scripts is sufficiently robust, and assessment appeals will not be accepted on the basis that you believe more, or additional marks should be awarded. An assessment appeal that questions the academic judgment of the Board of Examiners will not be considered without sufficient supporting evidence.

The assessment appeal process is not a re-marking service.

The appeal process is the final recourse for candidates who were unable to engage with the IFoA's other procedures at the right time. If a candidate has experienced any issues during the exam sitting, it is important to seek guidance at the earliest opportunity, to ensure the right support can be provided.

Inappropriate Conduct Appeals

Candidates who have been found in breach of our Assessment Regulations, also have the right to appeal via the [Inappropriate Conduct appeals process](#), if they have grounds to do so.

When can I make an Inappropriate Conduct Appeal?

An appeal can be submitted within 30 calendar days of receiving the Board of Examiners investigation outcome letter, which must be eligible under the following three grounds:

- Ground One: you can provide evidence that the Board of Examiners failed to consider or did not have access to evidence that would have the potential to change the outcome of the investigation and/or the penalty imposed.
- Ground Two: you can demonstrate that the penalties imposed by the Board of Examiners are demonstrably unreasonable (the resolution appears to be disproportionate), or
- Ground Three: Evidence that was unavailable or could not have been disclosed as part of the initial Inappropriate Conduct Investigation.

Candidates are advised to make themselves familiar with the [Inappropriate Conduct Appeals Policy \(130 KB PDF\)](#).

Applications that fail to meet the criteria within the grounds will be unsuccessful.

What happens after I submit my Appeal Stage One application form?

The application and supporting evidence submitted will be reviewed. If eligible, the appeal will be sent to the Appeals Panel for review and deliberation to agree an appropriate outcome.

What are the possible outcomes of an appeal?

In some cases, an appeal outcome may result in a change to the originally awarded mark(s). However, an appeal being upheld does not necessarily mean that the marks will change.

It may be decided that an explanation or apology, is more appropriate if an error in the relevant administrative procedures or process is identified.

All appeals are processed within 30 calendar days of receipt, the candidate will receive an outcome letter via email.

Exam counselling

We offer an exam counselling service to students and Associates where the examination they have failed is the last exam required for them to qualify either as an Associate or a Fellow.

Exam counselling will help you understand:

- Why you failed a paper.
- How you can improve your performance in that subject.
- How you can improve your exam technique generally.

There are two different counselling arrangements available.

- A comprehensive written report with comments on your performance and advice to help you in your next attempt at the exam.
- A comprehensive written report with a follow up telephone call with a counsellor - you will be required to take the call within one month of receiving your report or you will lose this opportunity.

The exam counselling service is not available for Core Principles (CS, CM and CB exams).

You can find out more about [how to apply for exam counselling](#).

Celebrating your success

Qualifiers list

In January and July each year, we publish a list of student members who have completed their transfer to Associate, Fellow or CERA. This list can be downloaded from our website and is published in *The Actuary* magazine. [View the IFoA qualification list.](#)

Qualification certificate

You will receive a secure PDF certificate of Associateship or Fellowship on transfer of membership.

The hard copy certificate will be signed by the President and the CEO of the IFoA, and will be sent to the preferred postal address that we hold on record for you.

Your Feedback

Student & Associate satisfaction surveys

Post-exam survey

Following each exam sitting, students and Associates are invited to complete a post-exam survey. This survey is a key tool in helping the IFoA understand and improve the exam experience.

Survey responses are carefully analysed to identify areas for enhancement. Based on this feedback, a summary report and action plan is developed and shared with members within 12 weeks of the final exam in the session.

Your feedback plays a vital role in shaping future improvements - thank you for taking the time to share your experience.

Making a complaint

Choosing the right avenue for your complaint

We want to ensure that anyone engaging with the IFoA has a positive experience, though we recognise that, on occasion, standards of service may not meet your expectations. When things go wrong, we want to hear about it so that we can recognise, acknowledge, and correct any errors as soon as possible.

You can find out more about submitting a complaint on our [complaints web page](#).

IFoA Membership

The Actuaries' Code

[The Actuaries' Code](#) is the ethical Code of Conduct to which all IFoA Members must adhere. A revised version of the Code came into force on 25 September 2025.

The Code applies to all Members of the IFoA in all locations.

The Code applies at all times to all Members' conduct in relation to an actuarial role. The Code also applies to all Members' other conduct if that conduct could reasonably be considered to reflect upon the profession.

The Code has six principles:

1. **Integrity** – Members must act honestly and with integrity.
2. **Competence and care** – Members must carry out work competently and with care.
3. **Impartiality** – Members must ensure that their professional judgement is not compromised, and cannot reasonably be seen to be compromised, by bias, conflict of interest, or the undue influence of others.
4. **Compliance** – Members must comply with all relevant legal, regulatory, and professional requirements.
5. **Speaking up** – Members should speak up if they believe, or have reasonable cause to believe, that a course of action is unethical or is unlawful.
6. **Communication** – Members must communicate appropriately.

[You can download and read the current full Code \(PDF, 669 KB\)](#)

Continuing professional development (CPD)

Student Members are **exempt** from the IFoA [CPD Scheme](#). Instead, Student Members have requirements under the IFoA Personal and Professional Development (PPD) Scheme.

CAA Members Studying Towards Associate or Fellowship

Must comply with **both**:

- The **IFoA CPD Scheme**, and
- The **PPD Requirements**.

Associate Members

Upon qualifying as an **Associate**, you:

- Become 'In-Scope' of the **IFoA CPD Scheme**.
- Must comply with all CPD requirements, including **Reflective Practice Discussions (RPDs)**.
- Must continue to meet **PPD requirements** if continuing to study towards **Fellowship**.

Associates may be entitled to a **pro-rated CPD requirement** depending on the date of their transfer, contact: cpd_feedback@actuaries.org to confirm your specific requirements.

Fellow Members

Upon qualifying as a **Fellow**, you:

- Become/ remain 'In-Scope' of the **IFoA CPD Scheme**.
- Must meet all CPD requirements, including **Reflective Practice Discussions**.

Fellows may be entitled to a **pro-rated CPD requirement** depending on the date of their transfer, contact: cpd_feedback@actuaries.org to confirm your specific requirements.

Annual CPD Declaration

As part of your annual membership renewal, **all members** are required to make a CPD Declaration.

If you are exempt from IFoA CPD requirements, you will be asked to confirm that your details are correct and that you are still eligible for this status. All other Members are required to confirm that their CPD Status is correct and declare that they have met their CPD requirements., including having had or having arranged to have a Reflective practice Discussion with an Appropriate Person.

CPD Declarations become available through the member portal area from 01 September, each year. Once you have completed your e CPD declaration you will be able to renew your membership in the usual way.

Lifelong learning

In our fast-paced ever-changing world of work, employers need actuaries who have core actuarial skills, are flexible and can add value to their businesses.

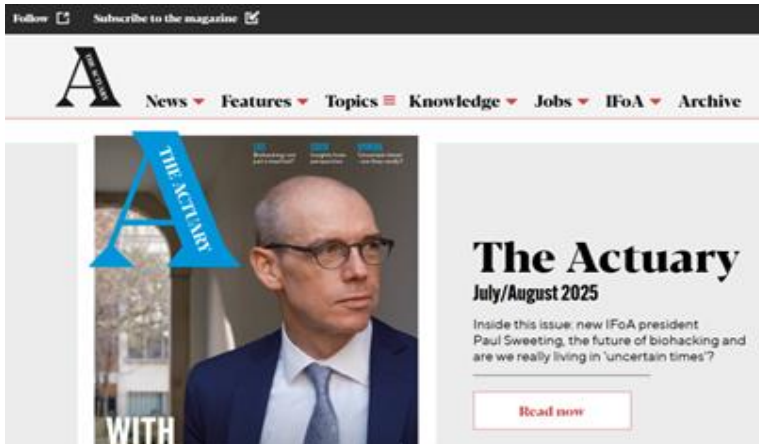
Lifelong learning is a vital part of our strategy for the future of the actuarial profession. Lifelong Learning can be delivered by a variety of methods, allowing you to take responsibility for your own personal development and careers with the support of a professional body that will ensure you have access to all the resources that you need.

We have a range of resources available for Lifelong learning on our [Lifelong learning web page](#).

Membership Benefits

The Actuary magazine

The Actuary is the leading publication for the UK actuarial profession. It features the latest news, analysis, interviews, appointments and more:



Student members can access *The Actuary* online. You will receive an email newsletter every month when *The Actuary* is published, letting you know the magazine is ready to view online. Associate members will receive a physical copy.

All the magazine content can be viewed on *The Actuary* magazine website at

www.theactuary.com.

The Actuary website includes all the content that appears in the magazine, as well as additional content such as longer articles.

The Actuary also has its jobsite, which you can find at: <https://www.theactuaryjobs.com/>

Totum (previously NUS Extra Card)



As an actuarial student you can also take advantage of the discounts available with a Totum Discount Card (previously NUS Extra Card).

As a Totum Discount Card holder this empowers you to save BIG on your everyday shopping, eat and drink out for less, get discounted travel, make savings at 100s of locations all over the world - and much, much more!

The full list of discounts available can be found on the Totum website: <http://www.totum.com>. You can apply for a Totum card by emailing memberservices@actuaries.org.uk

Engagement Opportunities

We run a range of seminars, talks, panel discussions and conference online. These events are usually free for IFoA members to attend.

A full list of IFoA events can be found on the [events web page](#).

Employer Support

Student Employer Contacts

What is a Student Employer Contact?

A Student Employer Contact is a volunteer role open to individuals working within organisations that employ student members of the IFoA. Please note that student members themselves are not eligible to take on this role.

This role was established to strengthen the connection between the IFoA and employers of student members. It provides valuable insights that help us enhance the qualification journey and overall experience of our student members.

Does your employer have a Student Employer Contact in place?

At the IFoA, we value collaboration with employers and recognise the importance of clear, consistent communication - especially regarding updates that may affect student members on their path to qualification.

Having a Student Employer Contact in place ensures that employers are informed and engaged, and that students benefit from a supportive environment aligned with IFoA standards and expectations.

Check with your employer to see if a Student Employer Contact has been appointed - and make sure you know who they are.

How can your employer register as a Student Employer Contact?

See our [dedicated Student Employer Contacts page](#) for more information on how to get involved, or email [Registry Enquiries](#) if you have any questions.

What are the benefits of having a Student Employer Contact?

Key benefits include:

- **Direct two-way communication** between the IFoA and your employer.
- **Timely updates** on planned changes to qualifications and processes, helping employers better support student members.
- **Opportunities for engagement** in consultations and feedback that shape the future of IFoA qualifications.



Institute
and Faculty
of Actuaries

Beijing

Room 512 · 5/F Block A · Landgentbldg Center · No. 20 East Middle 3rd Ring Road
Chaoyang District · Beijing · 100022 · People's Republic of China
Tel: +86 (10)6611 6828

Edinburgh

Spaces · One Lochrin Square · 92 Fountainbridge · Edinburgh · EH3 9Q
Tel: +44 (0) 207 632 2100

London (registered office)

1-3 Staple Inn Hall · High Holborn · London · WC1V 7QJ
Tel: +44 (0) 207 632 2100

Malaysia

Arcc Spaces · Level 30 · Vancouver suite · The Gardens North Tower
Lingkaran Syed Putra · 59200 Kuala Lumpur
Tel: +60 12 591 3032

Oxford

Belsyre Court · 1st Floor · 57 Woodstock Road · Oxford · OX2 6HJ
Tel: +44 (0) 207 632 2100

Singapore

Pacific Tech Centre · 1 Jln Kilang Timor · #06-01 · Singapore · 15930
Tel: +65 8778 1784

actuaries.org.uk

© 2024 Institute and Faculty of Actuaries