



Institute
and Faculty
of Actuaries

Examination Handbook Mini Guide 2

Pre-exam materials and Joining Instructions

April 2026

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Introduction

This mini guide provides clear, step-by-step instructions on how to access your exam joining instructions and, where relevant, review your pre-exam materials ahead of your assessment.

Completing these checks in advance is essential to ensure you are ready to use the online exam platform and have reviewed any pre-exam materials before your exam day.

All guidance in this document is aligned with the following IFoA regulations and policies:

- [Assessment Regulations](#)
- [Technology and Environment Policy](#)
- [Exam SMART Technology Policy](#)

Please read this guide carefully and make sure you have reviewed all materials provided to you before your exam day. It is your responsibility to familiarise yourself with your joining instructions and access all relevant pre-exam material.

Your exam joining instructions

Accessing your joining instructions

Your exam joining instructions are an essential piece of information made available to you before your examination. They explain everything you will need to know to attend and sit your exam, including:

- Exam details (subject, date, time, mode, and exam centre if relevant)
- Dual Paper scheduling (for subjects with multiple papers)
- Important rules and requirements
- Links to assessment regulations, policies, and preparation guidance
- Any pre-exam materials or instructions they must complete

If you are an IFoA member, your joining instructions will be available in your [IFoA Member Portal](#).

For those sitting through another actuarial Association, your exam joining instructions will be emailed to you.

Joining instructions are usually released **10 working days** before the exam session begins.

Please check the [Key Dates web page](#) to confirm the exact release date for your exam.

If there are any changes to this timeframe, you will be updated promptly.

How to access your joining instructions

Your joining instructions will be available to download from your IFoA Member Portal.

To find them:

1. Log in to your [IFoA Member Portal](#).
2. Go to the Review Exam Booking page.

If you are sitting exams through another Association

- Your joining instructions will be emailed to you from the IFoA (exams@actuaries.org.uk) two weeks before your exam.
- Please check your junk or spam folder in case the email is filtered.

Access to the online exams platform

Two weeks before your exam date, you will receive an individual email for each exam you are registered to sit.

These emails will come from: alerts@onlinepracticalexams.org.uk

They are sent to your preferred email address listed in your [IFoA Member Portal](#).

If you do not receive the email:

1. Check your contact details in the [IFoA Member Portal](#).
2. If still missing, contact exams@actuaries.org.uk no later than **seven working days before your exam** so there is enough time to resolve the issue.

Download key exam documents

As soon as you have access to the online exam platform, you will be able to download essential reference materials:

- PDF copy of the Assessment Regulations
- PDF copy of your subject specific Exam Instructions
- PDF copy of the Mathematical Formulae and Symbols Notation Sheet

Additional notes:

- These keystrokes are particularly useful in: CM1, CM2, CS1, CS2, SP6, SP9, but all candidates should review them.
- You may copy and paste IFoA standard notation into your exam submission if useful.
- Using these keystrokes is optional, but your answer method must still be clear and understandable.
- These documents are digital only and cannot be printed, except where specified below.

These materials should be used throughout your preparation and during your exam (where permitted).

Accessing your pre-examination materials

CS1 and CS2 pre-exam materials

Pre-exam materials for CS1 and CS2 will be made available, from the online exams platform, 10 working days before the exam session.

For candidates sitting their exam **in person at an exam test centre**:

- CS datasets will be preinstalled on exam centre devices
- Downloading the data sets beforehand is optional but may help you familiarise yourself with the data.

For candidates sitting their exam **remotely**:

- You can download the CS1 or CS2 datasets from the online exam platform.
- These datasets must be installed and loaded onto RStudio before your exam day.
- Instructions will be available when downloading the datasets and you can also find installation guidance in the [R Guide](#).

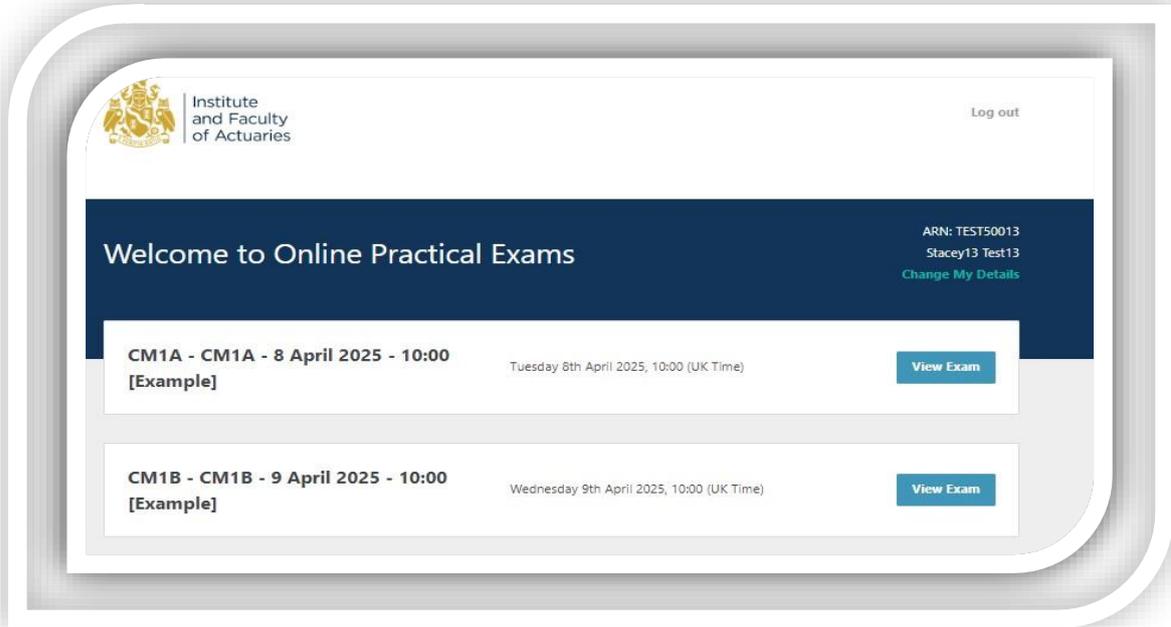
CP3 pre-exam materials

These will be made available three working days before the exam.

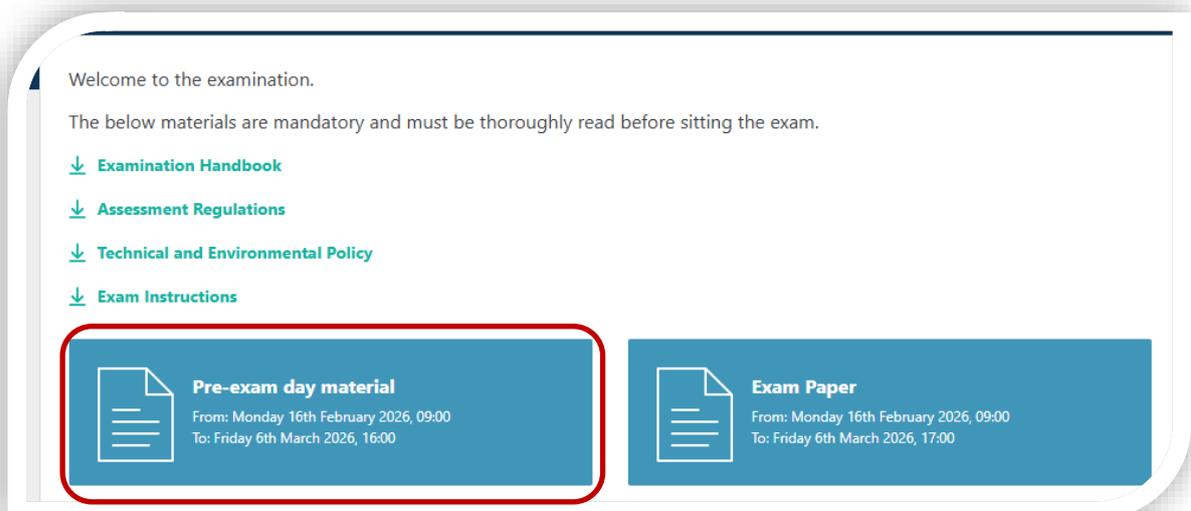
- CP3 pre-exam materials can be downloaded from the online exam platform.
- You may print these materials and bring them with you on exam day.
- You may annotate only the printed pre-exam materials - no additional notes or blank-page annotations are allowed.
- Printed copies will not be available at the exam centre.

How to download your pre-exam materials

1. Log in to the [online exam platform](#).
2. From the welcome screen, select your exam.



3. Confirm you have read and understood the Assessment Regulations.
4. Once the pre-exam materials become available, the 'Exam Material' box will turn blue.
5. Click the blue button to download your materials.



6. A new page will open displaying a downloadable link. Click the link, and the document will be saved to your Downloads folder, where you can then open and view it.

Candidates to be provided with the exam scenario material three days prior to the release of the exam paper. This could include a number of documents such as articles, written communications between relevant stakeholders, data sets, tables and charts.

This will provide you with the opportunity to review the materials and familiarize yourself with the exam scenario, and the subject area before sitting the written exam.

The exam paper will be set around the scenario on which the advance material is based.

Candidates are not required to undertake any research or additional reading relating to the technical material beyond what is provided in the scenario documents.

[↓ CP3_TEST2026_Scenario Material_Final Proof](#)



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Document control

Controller: Karen Brocklesby, Head of Professional Qualifications

Date approved: January 2026; Reviewed: N/A; Next review: August 2026

Disclaimer: [The information contained in this handbook is general guidance, you assume sole responsibility for your use of this handbook, and for any and all conclusions drawn from its use]

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