



Institute
and Faculty
of Actuaries

Examination Handbook Mini Guide 7

Writing and saving your answers

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Introduction

This mini guide provides clear, step-by-step information on the required exam paper format and the correct upload format for submitting your assessment. Understanding and following these requirements is essential to ensure your work is readable, compliant, and successfully received for marking.

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 before your exam. It is your responsibility to ensure your answers are produced in the correct format and uploaded according to the instructions provided.

Examination paper format and upload requirements

Each exam has specific formats for the exam paper and for how answers must be submitted. Please check your exam below:

Exam Paper & Submission Formats

Exam	Exam Paper / Materials Format	Submit Answers In	Exam Length
CB1	PDF	Word	3 hr 20 min
CB2	PDF	Word	3 hr 20 min
CS1A	PDF	Word	3 hr 20 min
CS1B	*PDF & Excel	Word	1 hr 50 min
CS2A	PDF	Word	3 hr 20 min
CS2B	*PDF & R Data	Word	1 hr 50 min
CM1A	PDF	Word	3 hr 20 min
CM1B	*PDF & Excel	Excel	1 hr 50 min
CM2A	PDF	Word	3 hr 20 min
CM2B	*PDF & Excel	Excel	1 hr 50 min
CP1 Paper 1 & 2	PDF	Word	3 hr 20 min
CP2 Paper 1 & 2	*PDF & Excel	Word and Excel	3 hr 20 min
CP3	PDF	Word	3 hr 5 min
SP1	PDF	Word	3 hr 20 min
SP2	PDF	Word	3 hr 20 min
SP4	PDF	Word	3 hr 20 min
SP5	PDF	Word	3 hr 20 min
SP6	PDF	Word	3 hr 20 min
SP7	PDF	Word	3 hr 20 min
SP8	PDF	Word	3 hr 20 min

Exam	Exam Paper / Materials Format	Submit Answers In	Exam Length
SP9	PDF	Word	3 hr 20 min
SA1	PDF	Word	3 hr 20 min
SA2	PDF	Word	3 hr 20 min
SA3	PDF	Word	3 hr 20 min
SA4	PDF	Word	3 hr 20 min
SA7	PDF	Word	3 hr 20 min

Important:

Exams marked with * include additional materials supplied with the PDF Exam Paper (CS1B, CS2B, CM1B, CM2B and CP2).

The exam platform will NOT accept any file formats other than those listed above.

Make sure you upload your work in the correct format, or your submission may not be accepted.

Writing your submission

When completing your answer files, please follow these rules:

Digital materials

You may only access the official documents provided digitally through the online exam platform:

1. PDF copy of the Assessment Regulations
2. PDF copy of your subject specific Examination Instructions
3. PDF copy of the Mathematical Formulae and Symbols Notation Sheet

No other materials are permitted unless formally approved by the IFoA.

Answering requirements

- All answers must be typed in English (unless the IFoA has given you specific permission otherwise). *Translation tools must not be used.*
- You may use any font style or size - no formatting rules are required.
- If your exam requires you to download an Excel workbook answer template, you are responsible for saving the answer template correctly (usually to your desktop).
- For CM1B and CM2B, you must complete the Excel answer template provided.
- For CP2, you will be given an Excel file containing the model data.
- If you are **sitting remotely** – please turn off the autosave functionality
- You may use Microsoft Word and Excel during any exam.
A blank Excel spreadsheet may also be used as a calculation tool.
- R or RStudio may be used only for CS exams (Paper A and B).
- You may use standard built-in functionality within permitted programs. Unless told otherwise, you must show calculation steps and/or formulae so examiners can understand your method.
- You must not use any other installed offline applications that store, process, or analyse information beyond these permitted tools.

Saving and uploading your submission

When the exam ends, you must stop typing immediately.

You then have 30 minutes to upload your file(s).

Saving Your Files

- Save all files to your desktop.
- Save your work at least every 20 minutes during the exam.
- Include your ARN in the file name only.
- Do not include your name, ARN, or any personal details inside the document itself (not in headers, footers, or the content).
- Do not save or rename your file after your exam end time.

Upload Rules

To support marking:

- Do not password protect your files.
- Do not include hyperlinks.
- Do not leave messages for markers.
- All answers must be typed unless you have approved Access and Inclusion Arrangements (typed = keyboard entry).
- Files must be submitted in the correct format and before the upload window closes.

If you do not upload in time, this will result in a fail (zero mark) but will be count as a valid attempt at your exam.

Important

Any breach of these requirements, which are drawn from the [IFoA Assessment Regulations](#), will be investigated and managed in line with the Inappropriate Conduct policy ([Assessment Regulations: Part Two pages 11-14](#)).



Institute and Faculty of Actuaries

Document control

Controller: Karen Brocklesby, Head of Professional Qualifications

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Disclaimer: [The information contained in this handbook is general guidance provided to you for the sole purpose of assisting you to upload your exam submission]. [You assume sole responsibility for your use of this handbook, and for any and all conclusions drawn from its use]

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

Arcs 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

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