



Institute
and Faculty
of Actuaries

Examination Handbook Mini Guide 5

Completing your onboarding steps

For candidates sitting under Remote Invigilation (RI) only

April 2026

Contents

Introduction	3
Onboarding steps	4
Camera angle	11

Introduction

This mini guide provides clear, step by step instructions on how to complete the required onboarding process in the 20 minutes before your remote exam begins.

The exam onboarding process includes verifying your identity, completing the system checks, and positioning your camera at the correct angle. Completing these steps promptly is essential to ensure your exam can start on time and under compliant remote conditions.

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

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

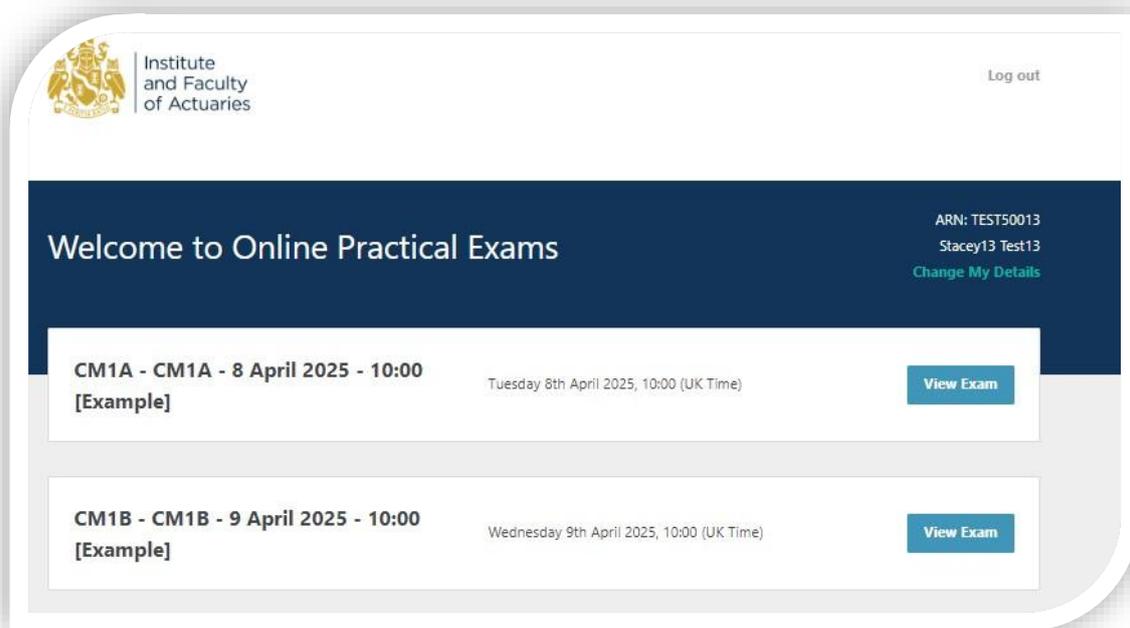
Please read this guide carefully before exam day so you understand exactly what to expect during the 20-minute exam onboarding window. It is your responsibility to ensure your device setup is ready, your camera angle is compliant, and all required checks are completed within the allotted time.

Onboarding steps

Follow the steps below to complete your onboarding before the exam begins.

1. [Launching the Guardian Browser](#)

- Open the Guardian Browser.
- Log in to the [online exam platform](#) using your ARN and password.
- From the welcome screen, select your exam.



2. Confirming you have read and understood Assessment Regulations

- Tick the box confirming that you have read and understood the Assessment Regulations.

3. Navigating to your exam page

You will then be taken to your exam page. This page includes:

- The Proctor Launch button
- The Exam Paper Download button
- The Exam Paper Upload button

Please note:

- The 'Exam Material' box (if applicable) and the 'Exam Paper' box will turn blue when files are ready to download or once the exam officially starts. (Screenshot is available on the following page)

FOR RI CANDIDATES ONLY

Welcome to the examination.

The below materials are mandatory and must be thoroughly read before sitting the exam.

- ↓ [Examination Handbook](#)
- ↓ [Assessment Regulations](#)
- ↓ [Technical and Environmental Policy](#)
- ↓ [Exam Instructions](#)
- ↓ [Uploading Multiple Files Instructions](#)



Pre-exam day material
From: Monday 16th February 2026, 09:00
To: Friday 13th March 2026, 16:00



Exam Paper
From: Monday 16th February 2026, 09:00
To: Friday 13th March 2026, 17:00

4. Preparing your computer

Before launching the proctoring system:

- Close any open applications, any prohibited programs and/or background processes. ([Technology and Environment Policy: Section 3, Sub Section 3.5](#))
- Close any programs that can remotely connect to your device
 - These programs allow remote access and can conflict with the proctoring software.
 - If you are using an employer device, you may need to speak to your tech team to arrange this.
- Disable notifications on your device, such as (not an exhaustive list):
 - WhatsApp Web
 - AnyDesk
 - UltraViewer.
- Double-check your Task Manager (Windows) or Activity Monitor (Mac) to confirm these programs are not running in the background.
- If you're unsure whether a program might interfere, close it before starting the exam.

5. Launching proctoring

Click 'Proctor Me' to begin

Proctoring

You must start the proctoring session within 30 minutes of the exam start time. Candidates starting after this time will be considered late, marked as absent, and your attempt will be invalid.



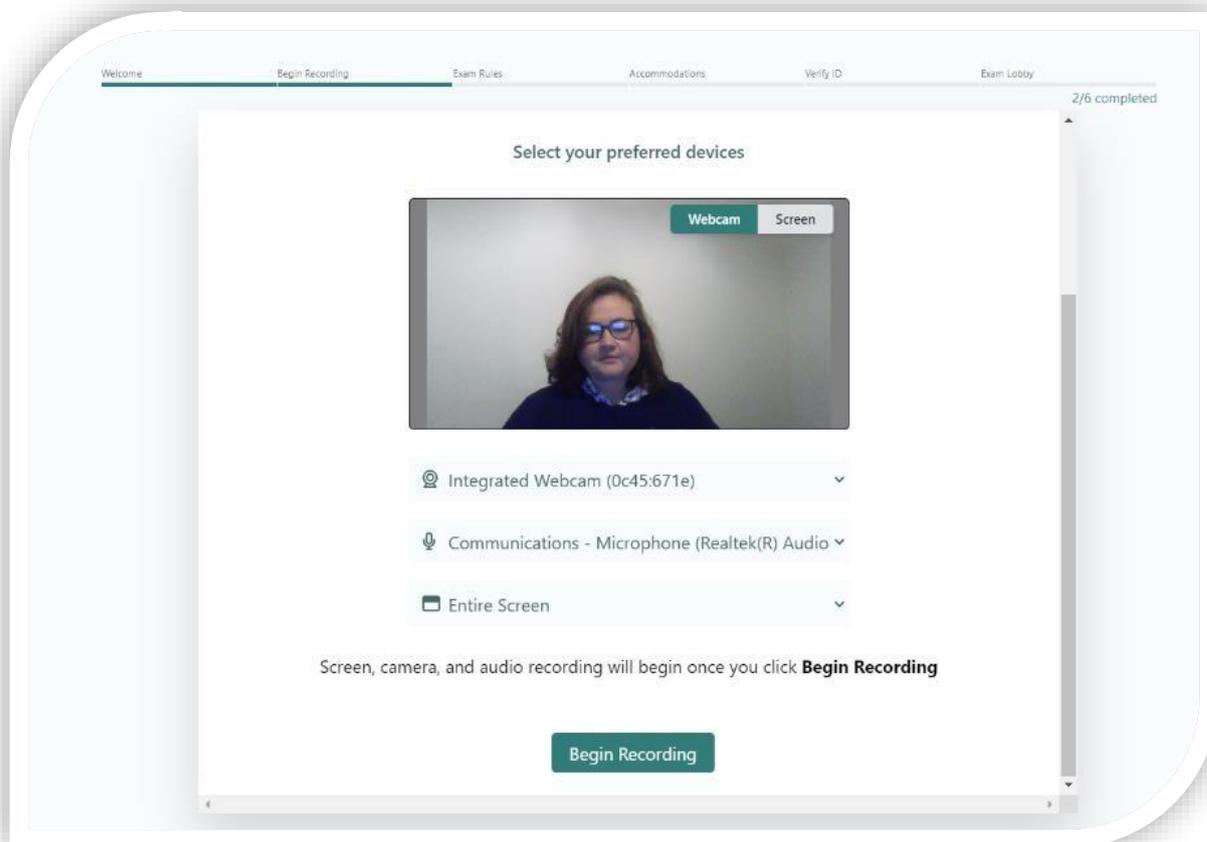
Proctor me
From: Monday 16 February 2026 08:40 (UK Time)
To: Friday 20 February 2026 18:00 (UK Time)

FOR RI CANDIDATES ONLY

6. Starting the onboarding steps

Once the Proctor system loads, follow each step carefully:

- I. Welcome page
 - Review the Allowed Resources dropdown - only the items listed here are permitted during your exam.
 - If you have approved access arrangements, they will appear under Accommodations.
 - Click Next.
- II. Device selection
 - Choose your preferred recording devices (these will default to your system settings).
 - Click Begin Recording.



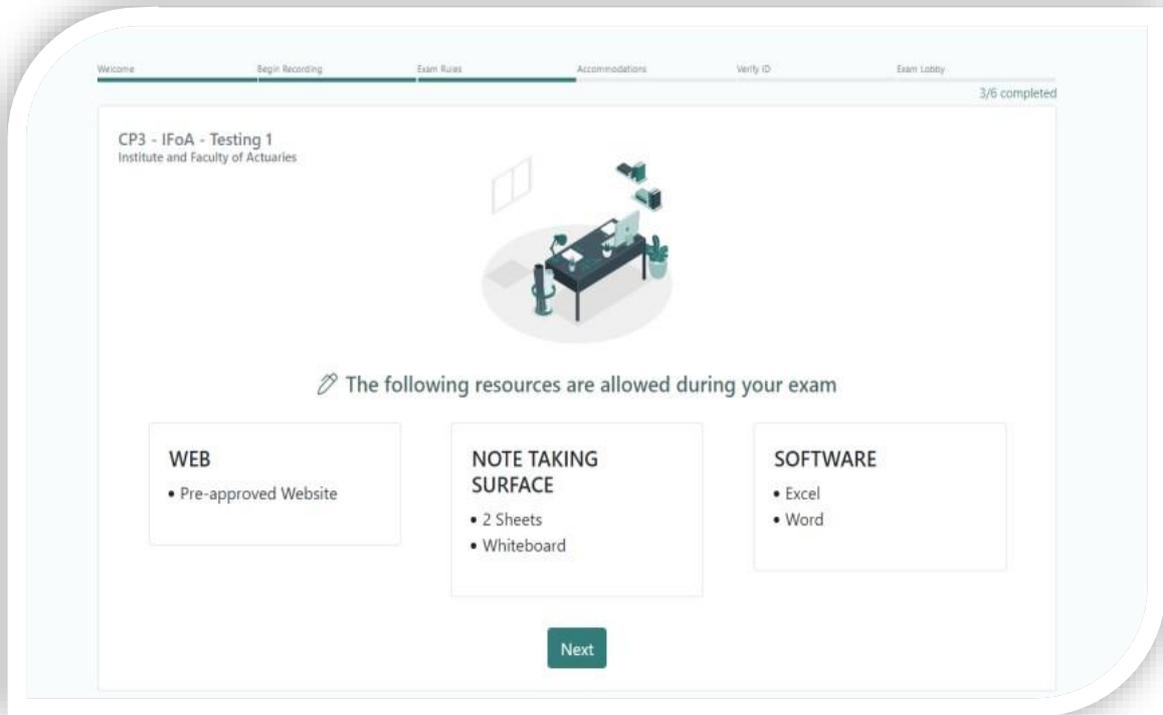
Please note:

From this moment onward, you are being recorded. ([Technology and Environment Policy: Section 3, Sub Section 3.7](#))

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7. Verifying exam instructions

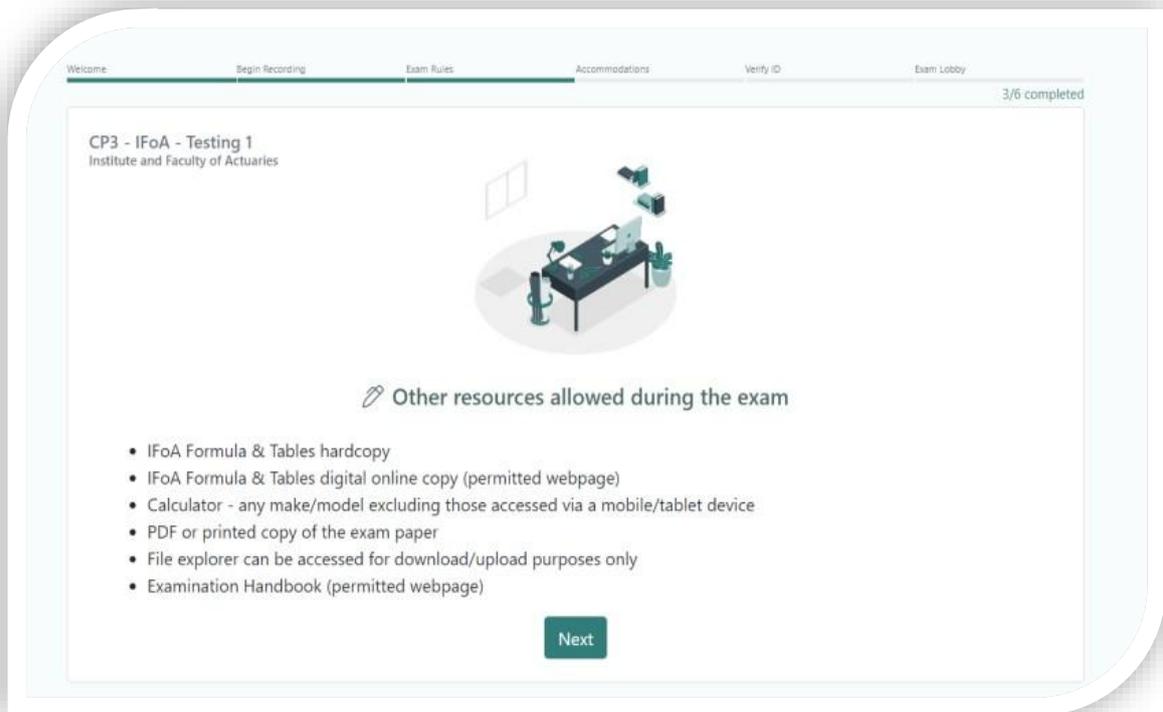
- The next page repeats the information on permitted resources and any approved accommodations.
- Review and click Next.



The screenshot shows a web interface for an exam. At the top, there is a navigation bar with the following tabs: Welcome, Begin Recording, Exam Rules, Accommodations, Verify ID, and Exam Lobby. The 'Accommodations' tab is currently selected. In the top right corner, it says '3/6 completed'. The main content area has the title 'CP3 - IFoA - Testing 1' and the subtitle 'Institute and Faculty of Actuaries'. Below the title is an illustration of a person sitting at a desk with a computer and a whiteboard. The text reads: 'The following resources are allowed during your exam'. There are three boxes listing permitted resources:

- WEB**
 - Pre-approved Website
- NOTE TAKING SURFACE**
 - 2 Sheets
 - Whiteboard
- SOFTWARE**
 - Excel
 - Word

At the bottom center, there is a green button labeled 'Next'.



The screenshot shows the same web interface as above, but with the 'Exam Rules' tab selected in the navigation bar. The main content area has the same title and subtitle. Below the illustration, the text reads: 'Other resources allowed during the exam'. There is a list of permitted resources:

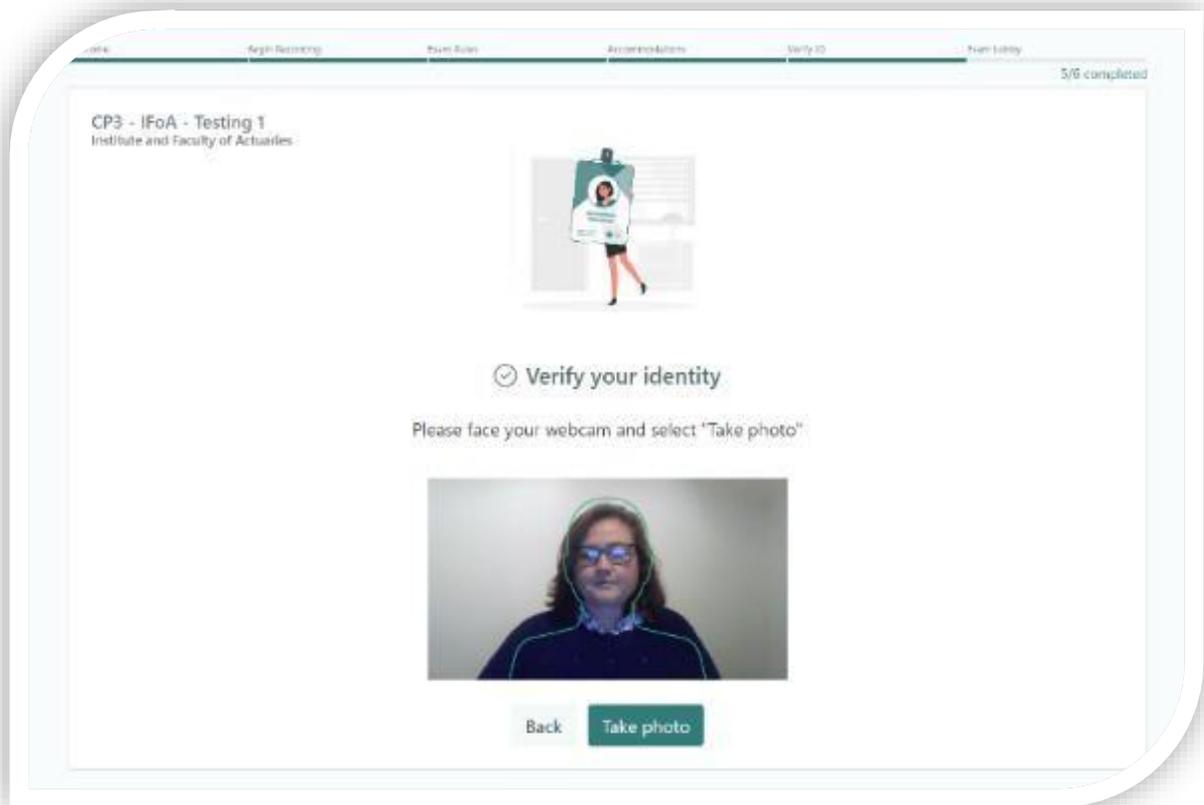
- IFoA Formula & Tables hardcopy
- IFoA Formula & Tables digital online copy (permitted webpage)
- Calculator - any make/model excluding those accessed via a mobile/tablet device
- PDF or printed copy of the exam paper
- File explorer can be accessed for download/upload purposes only
- Examination Handbook (permitted webpage)

At the bottom center, there is a green button labeled 'Next'.

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8. Taking your photo

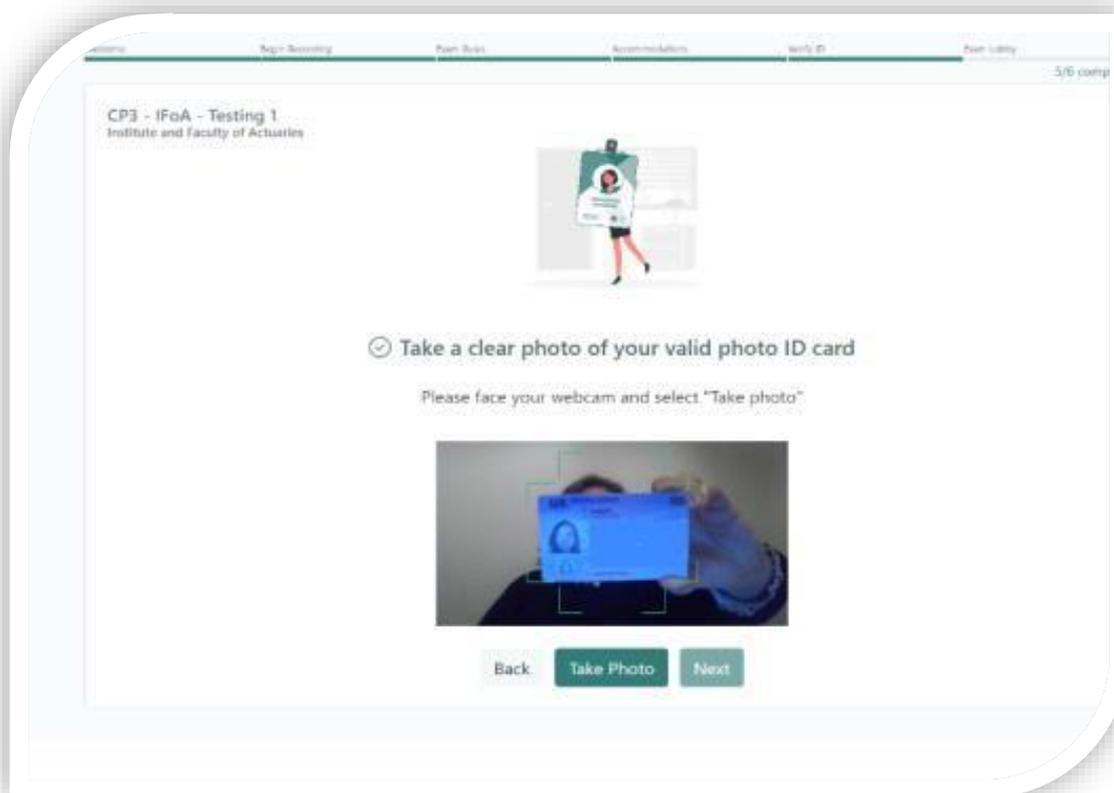
- You will be asked to take a photo of yourself.
- Ensure your face is well lit and clearly visible.
- Click Take Photo when ready.
- You may retake the photo if needed.



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9. Photographing your ID

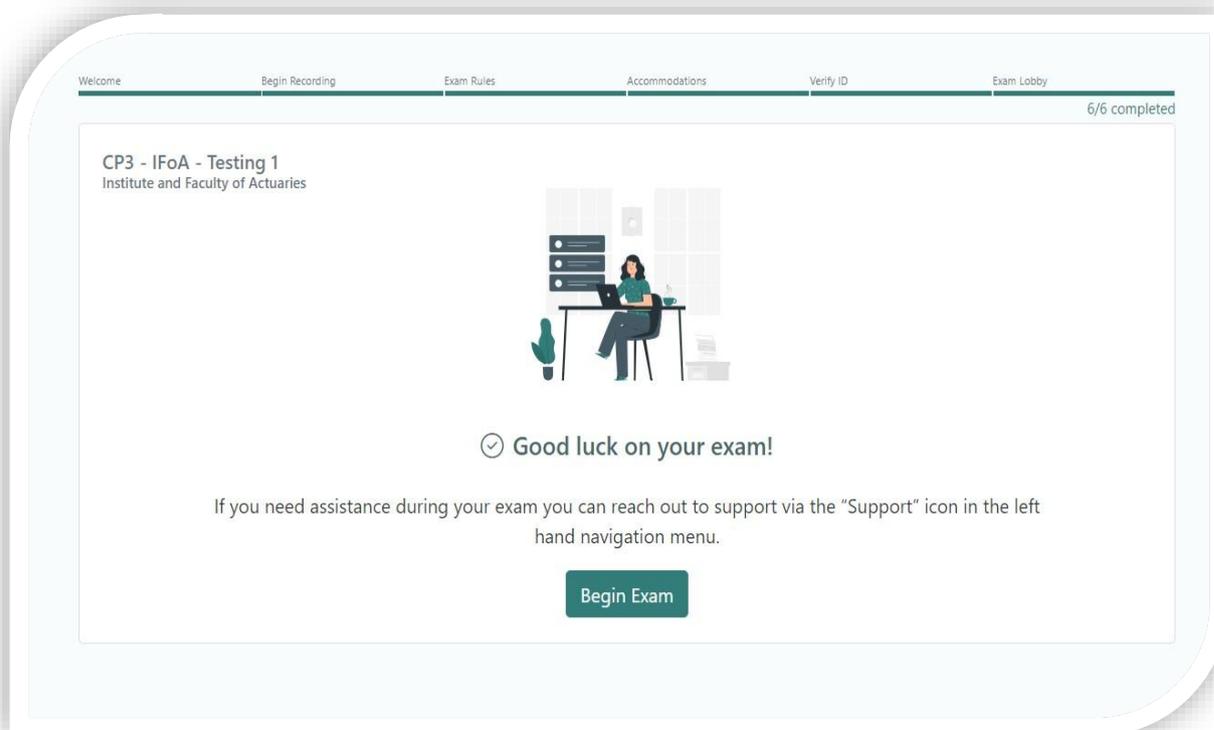
- Next, take a photo of a single form of valid photographic ID.
- Make sure the details are clear and readable.
Do NOT take another photo of yourself - ensure it is your ID.
- Adjust lighting if needed to avoid glare (for example, close curtains).
- Retake the photo, if necessary, then click Next.



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10. Entering the exam platform

- Click 'Begin Exam'.
- You will be returned to the exam platform.
- If the exam has not yet started, wait until the exam paper becomes available to download.



Camera angle

Once you complete onboarding, your screen, audio, and webcam will be recorded for the entire duration of the exam.

Your webcam must remain unobstructed and properly positioned, **at all times**.

Correct Webcam Position

Your webcam should show:

- Your face,
- Your shoulders,
- The tops of your arms (*if possible, a standard laptop with a webcam built in may not allow for this*).

Additional guidance:

- Position the camera at a natural laptop angle-not too high or low.
- Ensure good lighting so both your face and workspace are clearly visible.
- Keep your desk free from unnecessary items.

Common Mistakes to Avoid

- Camera too close (only part of your face visible).
- Camera too far or angled incorrectly (face cut off).
- Objects blocking the camera (books, monitors, decorations).
- Poor lighting (too bright behind you, or too dark).
- Filters or virtual backgrounds, which can interfere with visibility.
- Excessive laptop tilt hiding your face or workspace.

Important Note

If your webcam becomes obscured or unclear at any point during the exam, it may be flagged and reviewed by the exam integrity team as potential inappropriate conduct.

Please ensure your camera remains clear, unobstructed, and positioned correctly throughout your exam.



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, you assume sole responsibility for your use of this handbook, and for any and all conclusions drawn from its use]

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