



Institute  
and Faculty  
of Actuaries

# Exam Smart Technology Policy

September 2026

# Exam Smart Technology Policy

## Introduction

This policy is issued in accordance with the Institute and Faculty of Actuaries (IFoA's) [Assessment Regulations](#) and sets out the rules governing the use, possession, and management of mobile phones, smartwatches, wearable technology, and all electronic communication or smart-enabled devices during IFoA examinations. The policy applies to all candidates, whether sitting examinations in person at an approved test centre or remotely.

The policy outlines:

- **Prohibition of smart devices**  
Mobile phones, smartwatches, wearable technology, and any electronic communication devices or items with smart functionality are strictly prohibited during examinations, except where explicitly permitted under defined exceptional circumstances for remote sittings.
- **Candidate responsibilities**  
Candidates are responsible for ensuring that prohibited devices are switched off, appropriately stored, and not worn or accessible during the examination. Candidates who bring such items do so at their own risk, and the IFoA accepts no liability for loss, theft, or damage.
- **Compliance and enforcement**  
Any breach of these rules will be reported to the IFoA and may result in investigation and disciplinary action under the IFoA Assessment Regulations.

This policy establishes mandatory rules governing the use of smart and electronic devices during IFoA examinations. These requirements are designed to protect the integrity, security, and fairness of all IFoA assessments. Compliance with this policy is compulsory, and any breach may result in investigation and disciplinary action under the IFoA Assessment Regulations.

## CONTENTS

Introduction.....	3
1. APPLICABLE TO ALL CANDIDATES.....	5
2. IN PERSON EXAMINATIONS .....	5
3. REMOTE EXAMINATIONS.....	6

## 1. Rules applicable to all Candidates

### 1.1. Prohibition of devices

Examination candidates are strictly prohibited from using mobile phones, electronic communication devices, or any item with smart technology functionality during their examination.

This rule applies regardless of whether the candidate is sitting the examination in person at an approved test centre or remotely.

### 1.2. Responsibility for personal items

Candidates who bring such items into the examination centre do so entirely at their own risk. The IFoA accepts no responsibility for the loss, theft, or damage of these items.

### 1.3. Prohibited placement and possession

Candidates must ensure that mobile phones, electronic communication devices, and any item with smart technology functionality are **not**:

- Worn by the candidate (including smartwatches or wearable devices)
- Placed on the candidate's desk or workstation
- Placed on the floor or any surface within reach
- Retained anywhere on the candidate's person during the examination.

### 1.4. Enforcement and reporting

Any prohibited items found in use or in the candidate's possession during the examination will be flagged to the IFoA.

Candidates may be subject to investigation and disciplinary action in accordance with [IFoA's Assessment Regulations](#).

## 2. In-person Examinations

### 2.1. Responsibility for personal items

Examination candidates who bring a mobile phone, electronic communication devices or any item with smart technology functionality with them to their examination must:

- Switch the mobile phone or electronic communication device off
- Disable any alarms or notifications set up on watches, or other items.
- Store items away in designated area. It can only be retrieved when the instruction to leave the hall is given by the exam centre supervisor.

### 2.2. Enforcement and reporting

Failure to follow this procedure will be considered as a breach of IFoA Assessment regulations and will be flagged to the IFoA.

Candidates may be subject to investigation and disciplinary action in accordance with [IFoA's Assessment Regulations](#).

### 3. Remotely Invigilated Examinations

#### 3.1. Exceptional Circumstances

Candidates sitting a remote examination may use their mobile phone **solely** for the purpose of contacting the IFoA or ProctorU if they encounter technical issues or require support. Such calls must remain visible on-screen to be captured within the screen recording for verification.

The IFoA reserves the right to investigate such activity as potential misconduct under the Assessment Regulations.

#### 3.2. Enforcement and reporting

Failure to follow this procedure will be considered as a breach of IFoA Assessment regulations and will be flagged to the IFoA.

Candidates may be subject to investigation and disciplinary action in accordance with [IFoA's Assessment Regulations](#).



# Institute and Faculty of Actuaries

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