



Institute
and Faculty
of Actuaries

Examination Handbook Mini Guide 4

Completing your pre-exam testing

For candidates sitting under Remote Invigilation (RI) only

September 2026

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Introduction

This mini guide provides clear, step by step instructions on how to complete the required pre-testing before sitting your remotely invigilated exam. Completing these checks is essential to ensure your equipment and software meet all technical requirements, ensuring a smooth and compliant start to your assessment.

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 complete all pre-testing well in advance of your exam day. It is your responsibility to ensure your setup is fully functional, compliant, and secure.

Pre-exam equipment checks

You must complete your pre-exam equipment checks on the online exam platform before *every* exam session. These checks ensure that your device, software, internet connection, and proctoring setup all meet the requirements for your exam equipment checks

These checks are **mandatory for every exam you sit**, including both papers in any dual paper exam.

Complete all checks on the **same device** and in the **same location** where you plan to sit your exam.

Before you begin:

- If you are using a work device or sitting your exam at your workplace, contact your IT department if you experience any issues accessing the Guardian Browser or the online exams platform.

-

Check for any pending system updates, device restrictions, antivirus software, firewall settings, or background applications (including communication and collaboration tools such as Microsoft Teams or similar applications) as these may affect access to the exam platform or proctoring software on exam day. Disable any non-required applications or software and ensure only the permitted and required applications are running on your computer.

Stage One – Launching the pre-exam checks

1. Open the Guardian Browser.
 - If prompted, update and restart the browser.
2. Log in to the [online exam platform](#) using your ARN and password.
3. From the welcome page, select 'View Exam'.




4. Tick the box confirming that you have read and understood the IFoA Assessment Regulations.
5. You will then be taken to the exam page area (please see the following page for a screenshot).

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...ne to the examination.

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

- ↓ [Examination Handbook](#)
- ↓ [Assessment Regulations](#)
- ↓ [Mathematical Formulae and Symbols Notation Sheet](#)
- ↓ [Technical and Environmental Policy](#)
- ↓ [Exam Instructions](#)



Exam Paper
Wednesday 20th May 2026
09:00 - 11:00

Instructions

All times listed are UK time.

- 1. Proctor Check** - It is strongly recommended that you complete a proctor check before your exam. This should be done in the location you intend to sit your exam on the equipment you plan to use. These checks are not mandatory to access your exam paper. You can do a proctor check any time between 10:00 on Tuesday 19th May and 10:00 on Wednesday 20th May. [Proctor Check](#)
- 2. Equipment Check** - You should complete your equipment check before you can download the Exam Question Paper. You can do this any time between 10:00 on Tuesday 19th May and 10:00 on Wednesday 20th May. [Equipment Check](#)

6. Select 'Proctor Check', which will automatically launch ProctorU.
7. Click the blue 'Equipment Check' box to run both download and upload tests.

Download

The equipment check will simulate the exam process and allow you to test your connection and equipment ahead of exam day. The first test is the exam question download. For this you will need to download and save a PDF file to your computer.

[Download Check](#)

Document Preview

If you see a blank page or error after pressing the Preview Check button, your computer does not support the Document Preview feature.

[Preview Check](#)

Upload

The next test is the examination script upload. For this you will need to create a Word document containing some data on your computer and then upload it.

[Browse](#)

[Upload Check](#)

8. You must complete both tests before exam day:

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- Download test (to ensure you can access your exam paper)
 - Upload test (to ensure you can submit your answers) - *When testing the upload function, you may use a blank document saved on your device.*
9. You may repeat these checks as many times as needed.

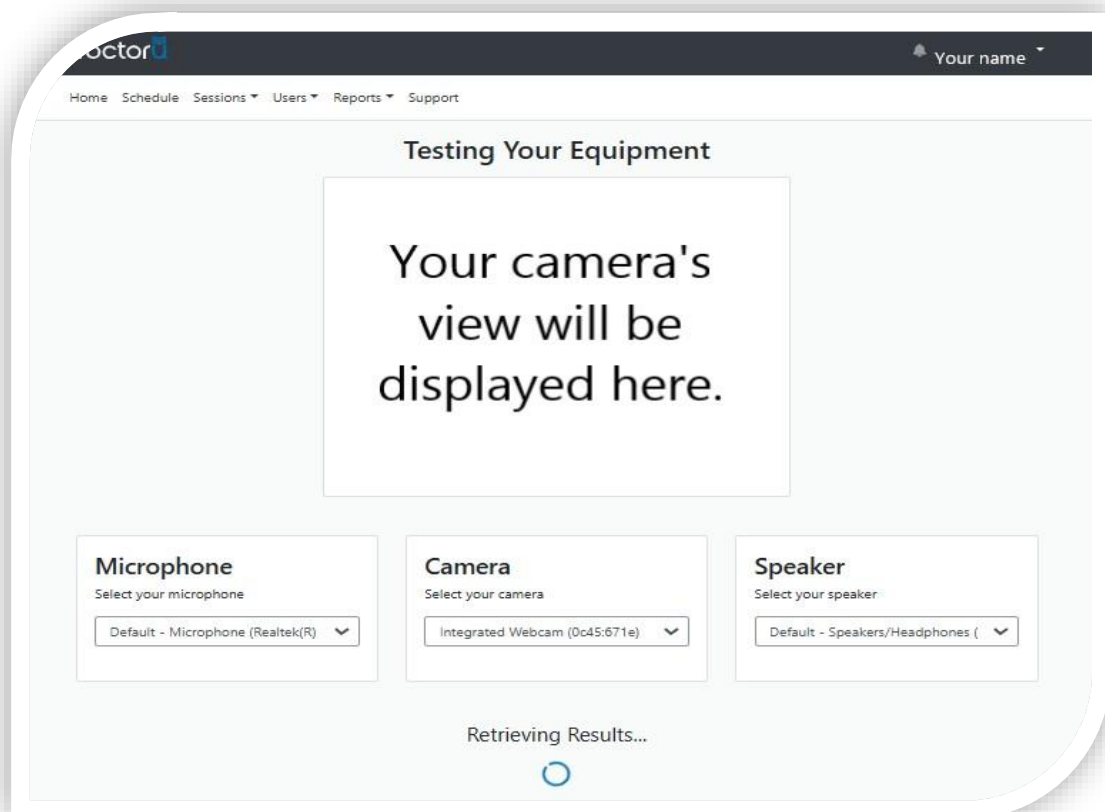
Stage Two – Completing the proctor check

The Proctor Check verifies (not an exhausted list):

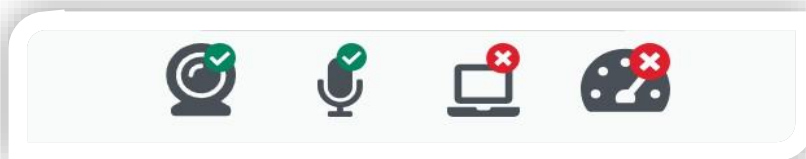
- Camera presence
- Microphone and speaker presence
- Monitor count
- CPU and RAM usage
- Browser and operating system
- Internet connection speed

Note: This test confirms that a camera and audio device exist but does not confirm that they are active. You must manually check your device settings to ensure your camera and microphone are switched on.

1. Select 'Proctor Check' and allow the test to run.

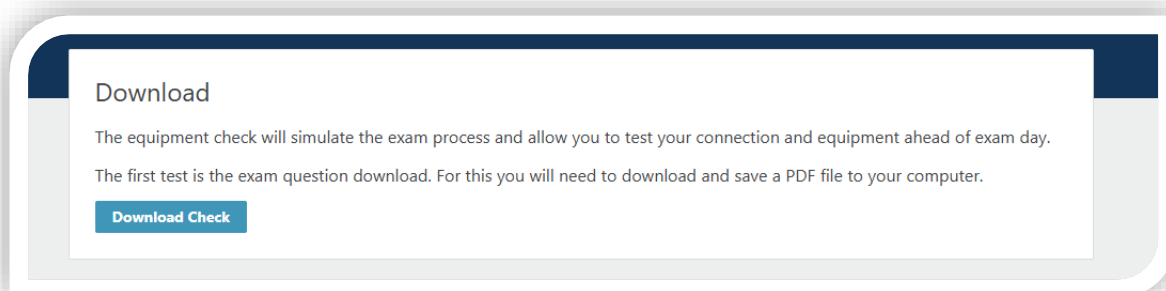


2. Review your test results. You must resolve any item marked as failing.



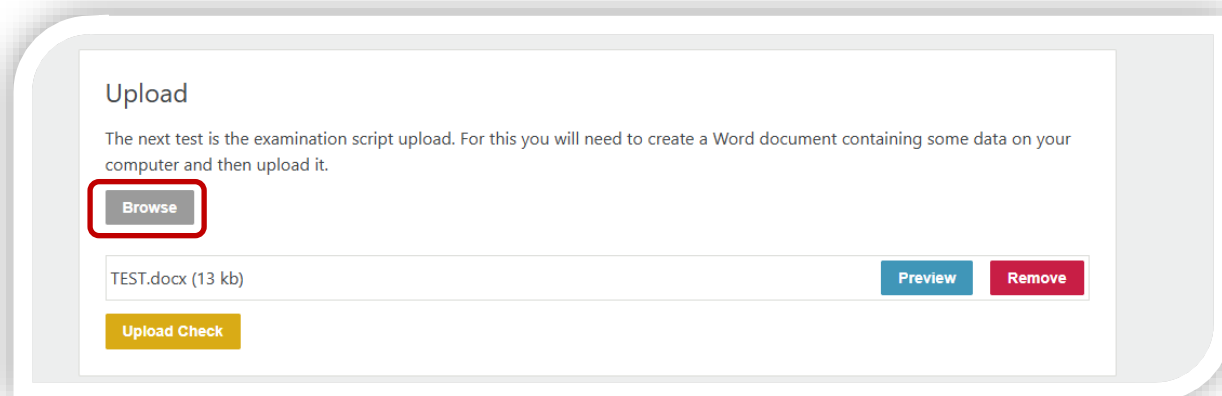
Stage Three – Completing the download test

1. Select the blue 'Download Check' button



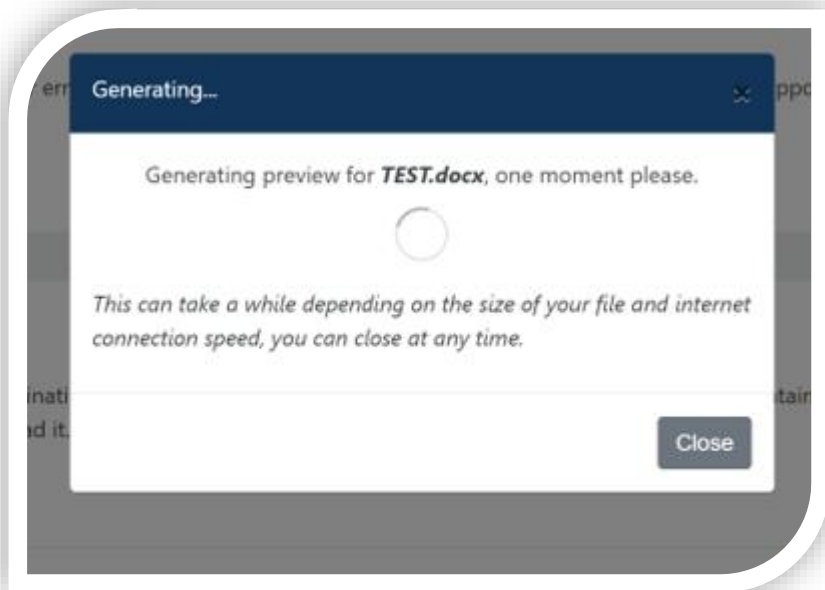
Stage Four – Completing the upload test

1. Click 'Browse' and navigate to the location where you saved your test file.



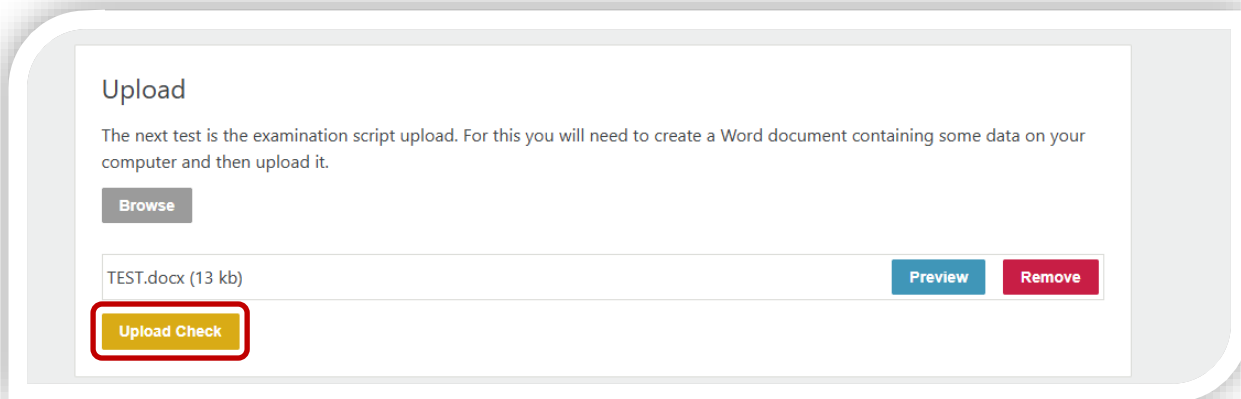
2. If you are required to upload multiple documents, you must select them at the same time:
 - Click the first file
 - Hold Ctrl
 - Click the second file
 - Both files should now be highlighted.
3. Select 'Preview' to check that you have uploaded the correct file(s).

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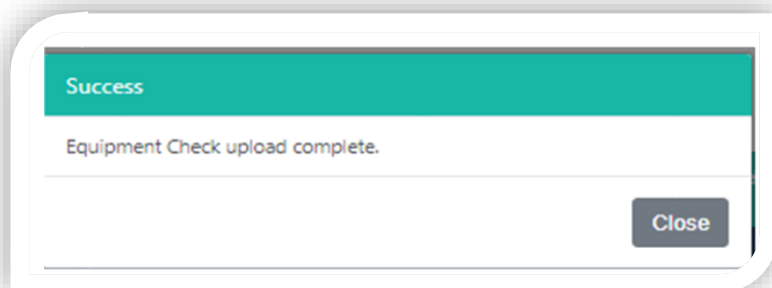
4. Please note:

- The Preview function may not be compatible with certain networks or devices.
- If the wrong file has been selected, click 'Remove' and re-upload.



5. Once complete, a confirmation pop-up will appear

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6. If you experience any issues:
- Need help troubleshooting?
Further support can be found in our [Mini Guide 9](#).
 - If problems persist, contact us:
 - ☎ +44 (0)1865 268 873 (based in the UK)
 - ✉ exams@actuaries.org.uk



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Document control

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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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