Examination Handbook Mini Guide 4

Completing your pre-exam testing

For candidates sitting under Remote Invigilation (RI) only

April 2026

Contents

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, restrictions, antivirus rules, or firewalls that may affect your access on exam day.

Stage One – Launching the pre-exam checks

1. Open the Guardian Browser.

    o 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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Welcome to the examination.

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

⤓ Examination Handbook
⤓ Assessment Regulations
⤓ Exam Instructions for CP3
⤓ Formulae and Tables for Examinations

> You must complete the proctoring check before attempting to access this exam. Click to check now.

> You must complete the equipment check before attempting to access this exam. Click to check now.

Exam Material
From: Monday 18th November 2024, 16:00 (UK Time)
To: Friday 27th December 2024, 16:00 (UK Time)

Exam Paper
From: Monday 25th November 2024, 16:20 (UK Time)
To: Friday 27th December 2024, 16:00 (UK Time)

Instructions

1. **Proctor Check** - You MUST complete your proctor check before your exam.. Checks should be complete in the location you intend to sit your exam on the equipment you plan to use.You can do this any time between 16:00 (UK Time) on Monday 18th November 2024 and 16:00 (UK Time) on Friday 27th December 2024.

Proctor Check
Required

2. **Equipment Check** - You MUST complete your equipment check before you can download the Exam Question Paper. You can do this any time between 16:00 (UK Time) on Monday 18th November 2024 and 16:00 (UK Time) on Friday 27th December 2024.

Equipment Check
Required

3. **Exam Material** - These are supporting documents for your exam. They can be downloaded any time between 16:00 (UK Time) on Monday 18th November 2024 and 16:00 (UK Time) on Friday 27th December 2024.

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:

    o Download test (to ensure you can access your exam paper)

    o 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. Both the Proctor Check and Equipment Check **must** show as 'Complete' before your exam paper becomes available.

10. 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.
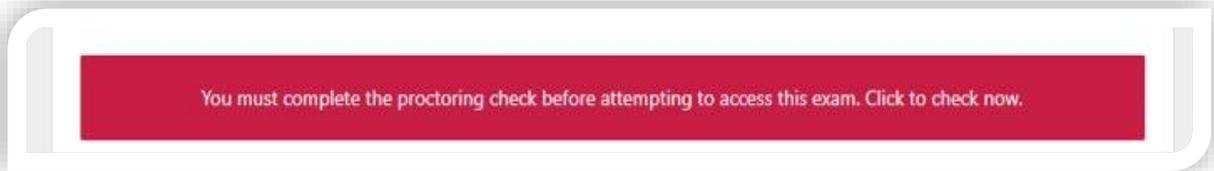
1. Select 'Proctor Check' and allow the test to run.
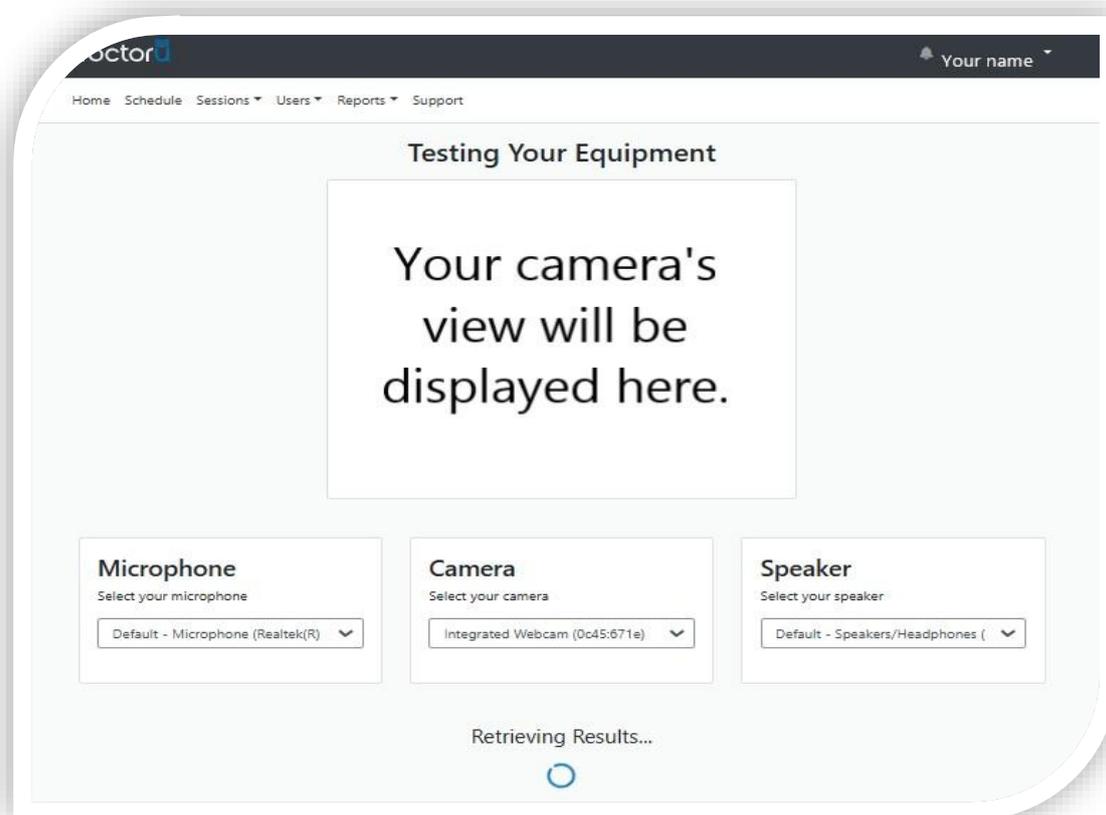
2. Review your test results. You must resolve any item marked as failing.
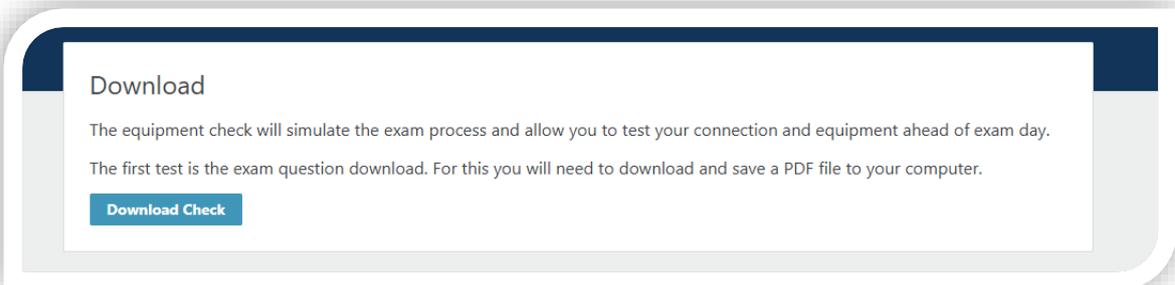

3. If your check is incomplete, a red banner will appear in the exam area. You must resolve the issue and repeat the test.
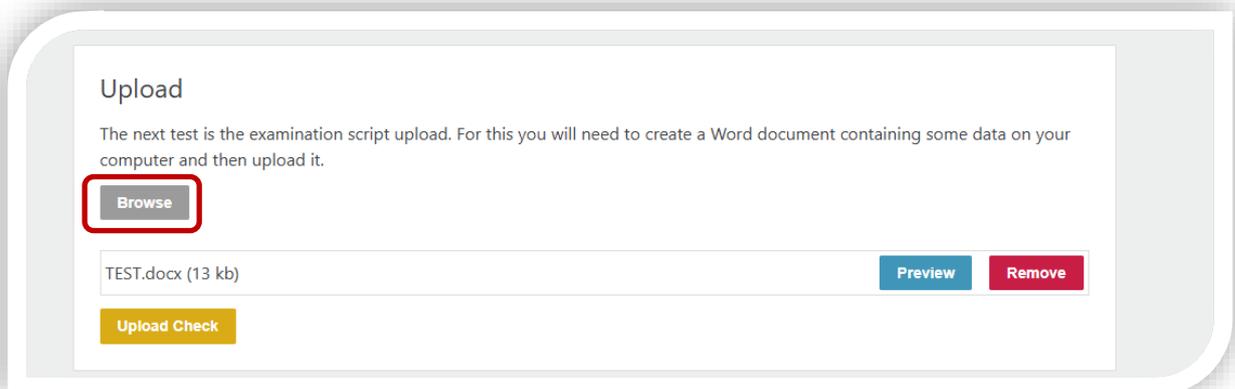

You must complete the proctoring check before attempting to access this exam. Click to check now.

Stage Three – Completing the download test

1. Select the blue 'Download Check' button

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

Stage Four – Completing the upload test

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

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

TEST.docx (13 kb)   **Preview**   **Remove**

Upload Check

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2. If you are required to upload multiple documents, you must select them at the same time:

    o Click the first file

    o Hold Ctrl

    o Click the second file

    o Both files should now be highlighted.

3. Select 'Preview' to check that you have uploaded the correct file(s).
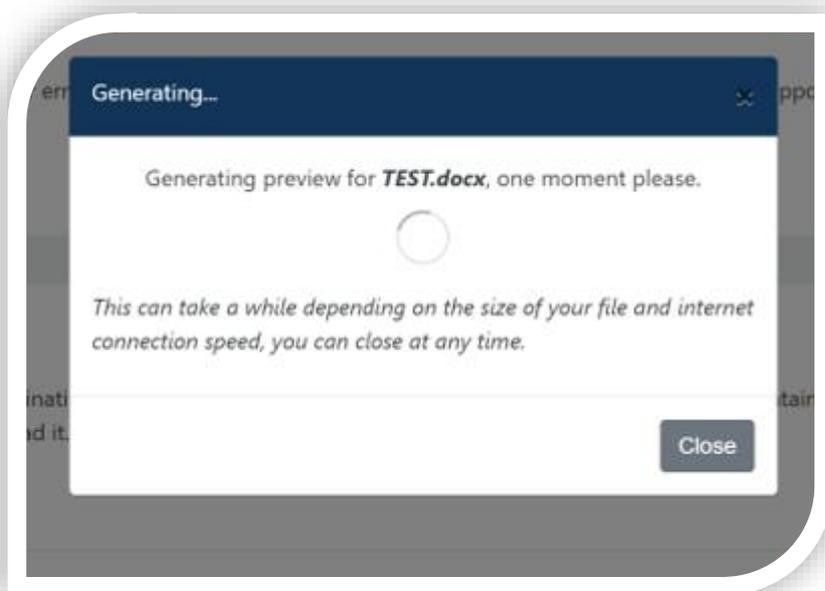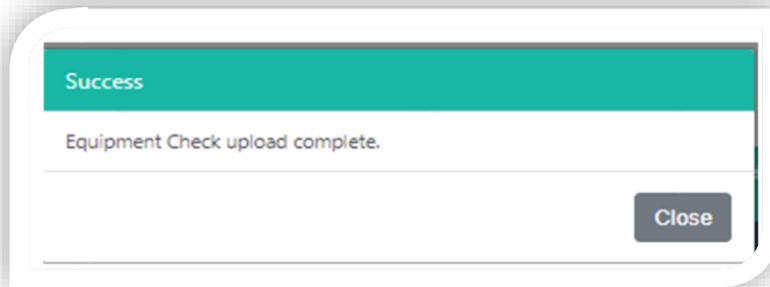

4. Please note:

    o The Preview function may not be compatible with certain networks or devices.

    o If the wrong file has been selected, click 'Remove' and re-upload.
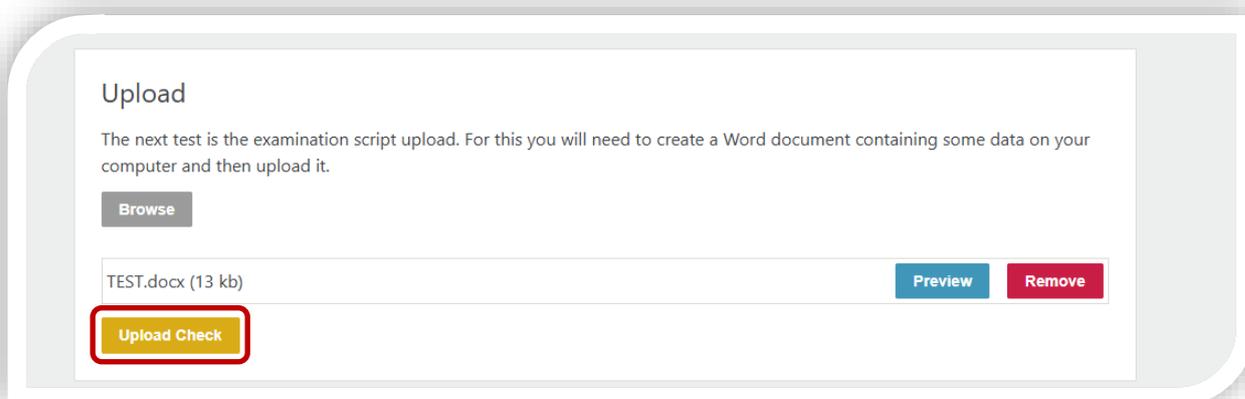
5. Once complete, a confirmation pop-up will appear

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6. If you experience any issues:

    o   Need help troubleshooting?
        Further support can be found in our Mini Guide 9.

    o   If problems persist, contact us:
        📞 +44 (0)1865 268 873 (based in the UK)
        📧 exams@actuaries.org.uk

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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