



Institute  
and Faculty  
of Actuaries

# Examination Handbook Mini Guide 6

How to download your exam paper

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## Introduction

This mini guide provides clear, step by step instructions on how to access and download your exam paper. Following this process is essential to ensure you begin your assessment correctly and are fully prepared to start your exam on time.

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

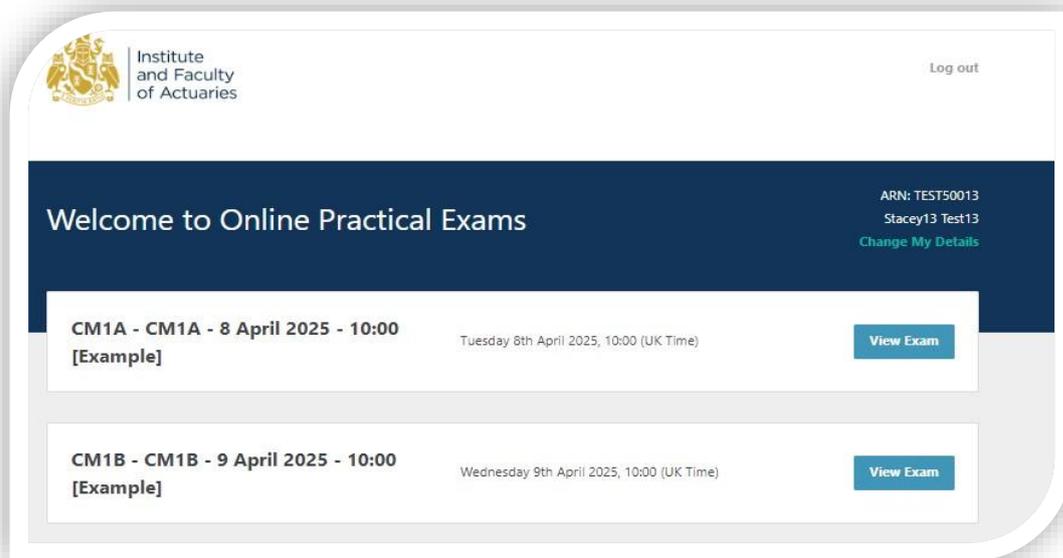
- [Assessment Regulations](#)
- [Technology and Environment Policy](#)
- [Exam SMART Technology Policy](#)

Please read this guide carefully before your exam.

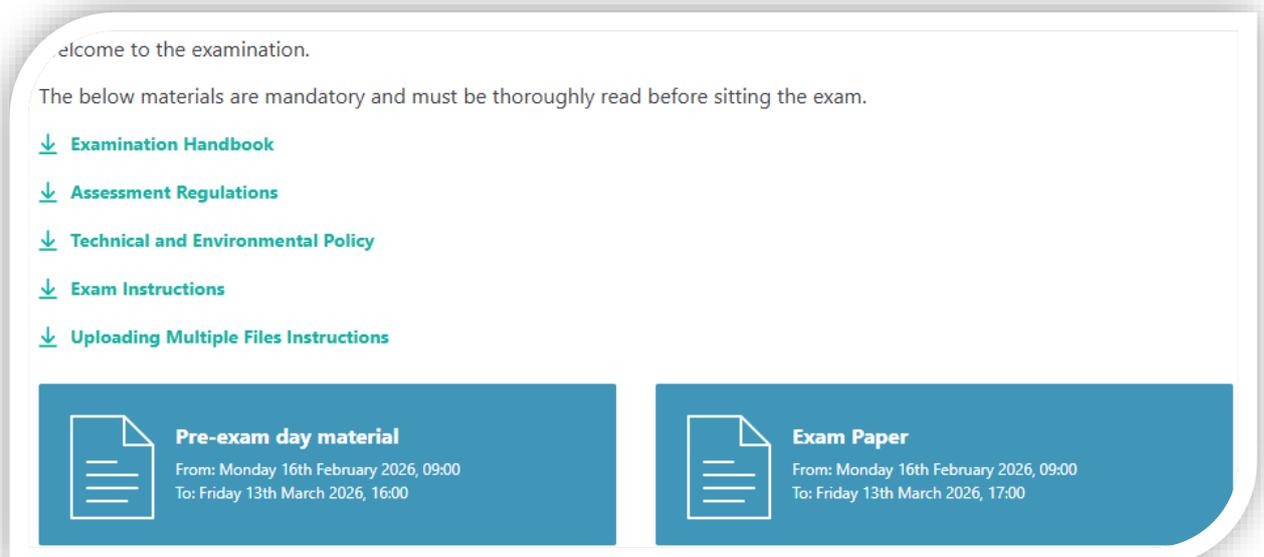
## Downloading your exam paper

Follow the steps below to download your exam paper from the online exam platform:

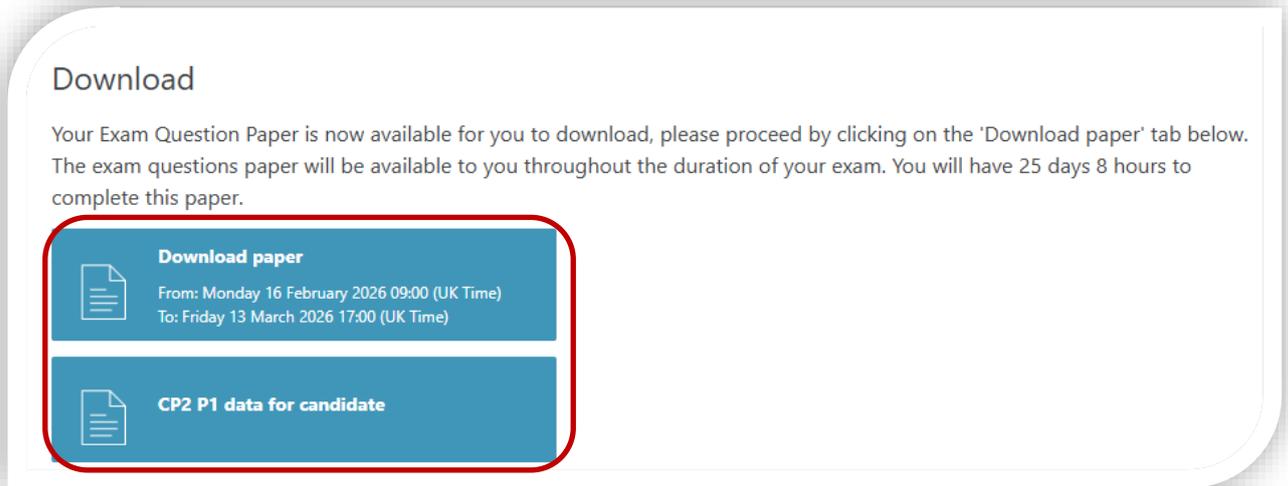
1. Log in to the [online exam platform](#) using your ARN and password.
2. From the welcome screen, select your scheduled exam.



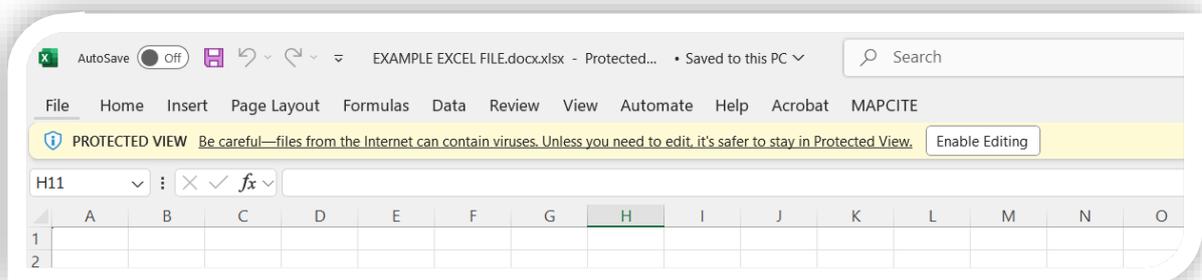
3. Confirm that you have read and understood the Assessment Regulations.
4. When your materials become available, the 'Pre-exam day Material' box (if applicable) and the 'Exam Paper' box will turn blue.



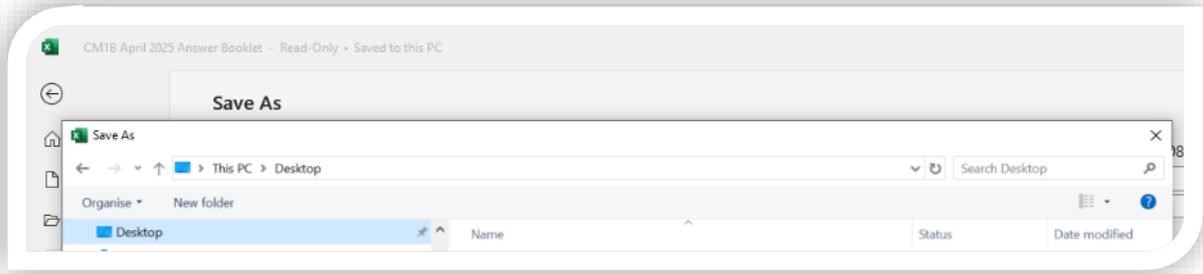
- All single papers will only require you to download **one PDF file**.
- For **CM1B, CM2B and CP2 Paper 1 and CP2 Paper 2** you will need to download multiple files. Including: a PDF exam paper and Excel workbook answer template. As shown in the screenshot below, click each blue box to download the corresponding file. These files will no longer be provided in a single zip file - candidates must download each file individually. Once downloaded, each file will appear in your Downloads folder, ready for you to open. Please be careful and make sure you have downloaded all the required files before starting your assessment:



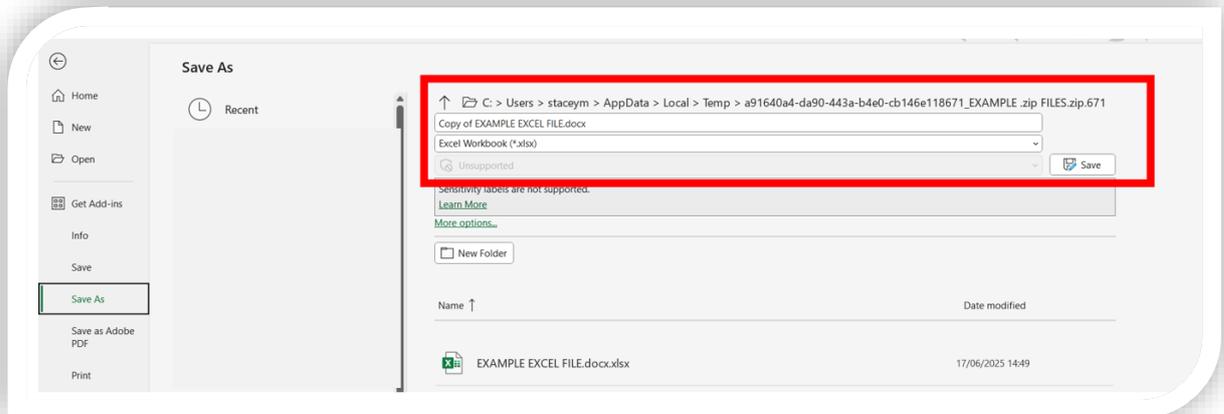
- Once you have downloaded all files, please check the files open correctly and click 'Enable Editing', if applicable in the Excel workbook answer template.



- Important:** If your exam requires you to download an Excel workbook answer template, make sure you save onto your Desktop or another clearly identified folder. Use Save As to save the file to your Desktop or another clearly identifiable location.



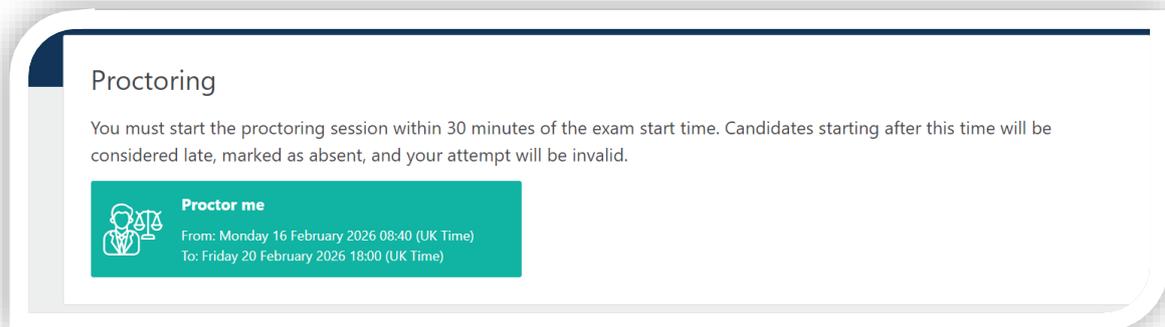
- Do not save the file to OneDrive.
- Do not save to the default location (such as Local > Temp), as this may result in your work being lost.



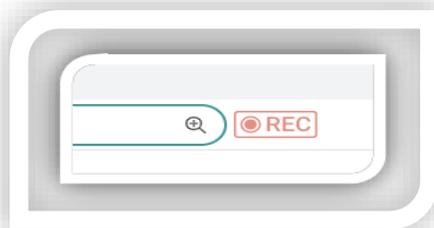
## Sitting remotely – starting your proctoring session

If you are **sitting in an exam remotely**, you:

1. Once you have launched the Guardian Browser and completed the steps 1-4 above, you will be taken to the exam page, which includes the Proctor launch, Exam Paper download, and Exam Paper upload buttons.
2. Before starting your proctoring session, close or disable any open applications or notifications.
3. Click 'Proctor Me' and complete the onboarding steps to connect to your proctoring session.



4. Once connected, you will be automatically navigated back to the exam platform.
  - At the scheduled start time, download your exam paper by selecting the blue 'Exam Paper' button.
5. You can confirm that recording is active by checking for the recording icon on the right-hand side of the Guardian Browser address bar.
  - We recommend keeping this screen visible during your exam to avoid any unnoticed disconnection.



- If you connect to your proctoring session before the start time, remember that your audio, video, and screen are being recorded, and you must wait for the grey exam paper button to turn blue.



# Institute and Faculty of Actuaries

## 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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