



UK Exams (CT1-CT8 & ST9)

Special Consideration Form (Mitigating Circumstances)

Please Note the following:

- This application form should be submitted within **three weeks from the date of the exam** to Actuaries Institute. Application forms submitted after three weeks will not be considered.
- You can apply for special consideration if you sat the exam under difficult personal circumstances, including:
 - Your own illness or that of close family members
 - Bereavement within your close circle of family/friends
 - Some other material facts
- Each application will be considered on its own merit by the UK Institute. Decisions are made based on reasons given and comments supplied
- Please attach all relevant documents to this application form such as medical certificate.
- It is your responsibility to ensure that your application has been received within the due date.

Candidate Name: _____

Actuaries Institute membership Number: _____

Actuarial Reference Number (ARN) _____

Subject Number: _____

Exam Date: _____

Exam Location: _____

Reason for Applying for Special Consideration (Mitigating Circumstances):

- Illness. (Medical Certificate attached)
- Other. (Please specify and provide relevant documentation).

Comments (If Any):

Signature: _____ Date: _____

Privacy policy: Your privacy is important to us. The collection use and disclosure of personal information by the Actuaries Institute is covered in our Privacy Policy which is available at <http://www.actuaries.asn.au/sitefunctions/PrivacyPolicy.aspx>

Please fax or mail this form to:

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e education@actuaries.asn.au w www.actuaries.asn.au

Exam Entry Policy

Mitigating circumstances

With examination entries totalling approximately 11,000 at each examination session we understand that some of you may sit examinations in difficult personal circumstances, including:

- Your own illness or that of close family members
- Bereavement within your close circle of family/friends
- Some other material facts

Candidates who believe that their examination performance has been affected by mitigating circumstances may notify the Education Officer if they want the circumstances in which they sat their exam to be taken into account when their script is being marked.

Candidates must put all applications in writing to **Belinda Hannan at the Actuaries Institute within three weeks of the exam taking place**, and must include supporting documentation such as a medical certificate or doctor's note. Examples of acceptable forms of supporting documentation are:

- Illness/injury – medical certificate or doctor's note
- Incident/emergency – police or fire certificate
- Death of family member – death certificate or letter from employer
- Unexpected loss of job – letter from employer (termination of contract letter).

Exam entry refunds

Refunds

Refunds of fees will only be granted if the member notifies the Education Officer of their intention to withdraw from the examinations **before the exam entry closing date**.

Examples of acceptable forms of supporting documentation are:

- Illness/injury – medical certificate or doctor's note
- Incident/emergency – police or fire certificate
- Death of family member – death certificate or letter from employer
- Unexpected loss of job – letter from employer (termination of contract letter).

Please note that requests are not automatically granted and each application is considered on an individual basis. The following situations are not acceptable grounds for a request:

- Very busy at work/not enough time to study
- Not prepared for the exam
- Event on same day - wedding, holiday, business meeting, etc.
- Moving house
- Did not receive entry permit.

Important Information

No refund will be given if a candidate is present for the exam, regardless of whether any of the exam questions were attempted. If candidates feel that they were unable to complete the exam due to illness, it is recommended that they submit an application for mitigating circumstances.