



### PART III TEMPORARY EXAM CENTRE FORM

If the city you wish to sit the examination in does not appear in the Actuaries Institute's listing of exam centres, a temporary exam centre will need to be set up. It is the candidate's responsibility to find a suitable supervisor. This person should ideally be an actuary at the candidate's place of work. Please fill in your proposed supervisor's details below. If you have trouble finding a suitable supervisor, please contact the Actuaries Institute office as they may be able to assist.

A candidate should make the formal request for approval and should supply details of who will serve in the capacity of examination centre supervisor. Approval for the establishment of a centre will be given where:

a. Written agreement to comply with the minimum standards has been returned by the prospective supervisor. (Where an aspect of the requirements cannot be met in full, the Institute office has discretion to permit the establishment of a centre where there are compelling reasons to do so).

b. Adequate notice has been given to enable arrangements to be made for candidates to apply for/be allocated to the centre within the normal time-scale. In practice this means a lead-time of two months to five months prior to the commencement of the examinations.

**Member ID** \_\_\_\_\_ **Name of Candidate** \_\_\_\_\_

**Course** \_\_\_\_\_ **Semester** \_\_\_\_\_

**Email** \_\_\_\_\_

**Name of Proposed Supervisor** \_\_\_\_\_

**Position** \_\_\_\_\_

**Qualifications** \_\_\_\_\_

**Full Company Mailing Address** \_\_\_\_\_

\_\_\_\_\_

**Direct Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return to:**

Actuaries Institute  
Level 7, 4 Martin Place,  
Sydney, NSW, 2000.

t +61 (0) 2 9233 3466  
f +61 (0) 2 9233 3446  
e [education@actuaries.asn.au](mailto:education@actuaries.asn.au)

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## **Standards for Actuaries Institute Examination Centres**

The Actuaries Institute works with the profession to provide examination centres in local areas where the candidate is unable to travel to an official examination centre. Requests to establish a local centre are normally received from candidates and/or employers. The establishment of a temporary centre is encouraged where there is no existing local examination centre and where a local Actuarial Society or employer can identify the venue and personnel necessary. A temporary centre may be established where assurance is given that systems and resources are in place to ensure the minimum standards are satisfied.

Although some centres are restricted to candidates employed by a particular company, permission for examination centre status is normally given where it is the intention to accommodate all candidates (subject to capacity) for a particular subject within a particular examination session.

Where a venue is hired, consideration should be given to the use of a penalty clause, to be applied where standards (particularly with regard to the avoidance of noise) have not been met. The Actuaries Institute reserves the right to withdraw approved centre status where, in its judgment, the minimum standards are not being met.

### **The Standards: Environmental considerations**

#### **Capacity**

Centre capacity is determined in part by the requirement for candidates to be seated at least 1.5 metres apart measured from chair-centre to chair-centre. Access ways of at least one metre must be provided to enable candidates and supervisors to reach each desk and to evacuate the room safely in the event of an emergency. Adequate space is required for the supervisor(s) to be seated in front of all candidates and, where relevant, at the back of the room such that all candidates are in view at all times.

#### **Venue**

Subject to the minimum standards laid out in this document, there are no restrictions on the type of venue that may be used for examinations. Examinations may for example be held in an office, whether or not a candidate's normal place of work, or in a building available for public hire.

The centre supervisor should notify the Actuaries Institute office of the centre capacity no later than three months before the commencement of the examination session.

#### **Time**

Examinations must take place on the specified date and at the specified (local) time.

Exclusive access to the venue used for the examination must be available to the supervisor and those s/he authorises for the duration of the examination, including time for set-up and set-down.

#### **Furniture and Room layout**

A suitable desk and chair must be provided for each candidate. Desks should be double sized (a minimum of 110cm x 45cm). This is to allow space for course material and textbooks that are allowed to be brought into the examination room. Desks should all face the same direction and the line of sight between candidate and the supervisor must not be obstructed in any way. A desk must be provided for the supervisor at the front of the room. Secure arrangements are required for the storage of bags during the examination although an area in the examination room, away from the candidates, would be adequate. All candidates should have sight of a clock.

**Avoidance of distractions**

The room must be conducive to the maintenance of uninterrupted concentration and should be isolated, as far as possible, from sources of noise. Unacceptable distractions might include voices, music, the operation of office equipment including telephones, and heavy traffic. Supervisors must satisfy themselves that lighting and temperature levels are comfortable for candidates.

**Access**

Where one or more candidates are not familiar with the building, adequate signage must be provided. Measures to facilitate access by candidates with restricted mobility should be given consideration.

**Special Consideration**

Reasonable steps will be taken to accommodate the special needs of a candidate, e.g. for isolation from other candidates, whether notified in advance or arising at short notice.

**Supervision**

Each centre will designate someone to be responsible for the supervision of all aspects of the administration and conduct of examinations.

Candidates must be supervised at all times when under examination conditions and should not be permitted to leave the room unsupervised. Where there are two or more candidates and one supervisor, arrangements must be in place to enable a request for assistance as necessary. If there are more than 20 candidates a second supervisor is required.

A separate document "Instructions to Examination Supervisors" gives detailed instructions and general guidance for the conduct of examinations by which the centre supervisor must abide. This document will be sent to supervisors in a month before the exam.

**Security**

Arrangements must be in place for the secure storage of all examination related materials including examination papers and answer books/scripts. Examination papers must not be removed from their secure envelopes prior to the examination.

No candidate may have access to the examination room once preparation for an examination has started and until the supervisor formally permits entry. Candidates must only have approved items with them at their desk and the room must have been cleared of any unauthorised materials on the walls or elsewhere that could be of assistance.

**Administration**

The supervisor must be available to liaise with the Actuaries Institute office on all aspects of arrangements in connection with the centre. In particular s/he must check all materials on receipt from the Actuaries Institute office and notify any error or omission without delay. On completion of each examination, arrangements must be in place for the return of all scripts, attendance lists, incident reports and examination materials as instructed by the Actuaries Institute office.

**Complaints Procedure**

Candidates must be given the opportunity, by means of a feedback form returnable to the Actuaries Institute office, to report any aspect of examination conduct they believe had a negative effect on their performance.



## Course 10 Commercial Actuarial Practice Case Study Assessment

In the case of a temporary exam centre being needed for the Case Study Assessment which is a computer based exam, the following will be needed:

### **Computers and Material**

Computer and Printer: To be provided by the exam centre as candidates are not allowed to have access to their own internet/email/blackberry. Mobile phones/Blackberry will need to be stored with personal belongings in a separate room and or with supervisor.

Programs required: Microsoft Office including Word, Excel and Acrobat.

**Internet & Email access will need to be disabled.**

The exam is open book and candidates are permitted to bring in material. Candidates should be seated at a desk which allows for space to put resources etc.