



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

GUIDELINES FOR CANDIDATES APPEARING ACTUARIAL EXAMINATIONS

Candidates must read the following instructions carefully for strict compliance. Infringement of any of these instructions will render the candidates liable for disciplinary action which may lead to cancellation of results of the examination and / or membership registration.

- 1) Please produce **the Hall ticket with** Photo ID proof (any one of the Government approved photo ID Cards like Pan Card, Voter ID Card, Aadhaar Card, Passport and Driving License in original). Please note that no other Identity card will be accepted.
- 2) Students are advised to carry their own wrist watches at the time of Examination. Please do not carry smart watches.
- 3) Candidates are not allowed to bring Actuarial Table for the examination. However, they will be supplied by the exam centre wherever required. Candidates should return them to the invigilator after the exam is over and it should not contain any pen/pencil marking.
- 4) "Attendance Certificate", if required, may be obtained from Local Supervisor. Once the exam is over, the Institute will not provide the Attendance Certificate separately.
- 5) Candidates must bring in the following to the examination centre failing which they shall not be allowed to enter into the examination hall.
 - Hall Ticket
 - Photo Identity Card as mentioned in Point No. 1) above. Candidates will be allowed to enter the Examination Hall 15 minutes before the time specified for the commencement of the examination. Candidates should be seated 10 minutes before the start of each paper at the correct desk according to the roll no. printed on their Hall Ticket. The superintendent and the invigilators have been advised to verify the identity of each candidate at the time of entry into the examination hall. Each candidate should, therefore, show his/her Hall Ticket and Identity Card to the invigilator/ supervisory staff before entering into the examination hall.
- 6) The Hall Ticket and Receipt for Examination will be available under your respective login.
- 7) No Candidate shall be allowed to neither enter into the Examination Hall after the expiry of 30 minutes of the commencement of examination **nor leave the examination hall during the entire duration of the exam.**
- 8) After the completion of exam no candidate should leave or will be allowed to leave the Examination Hall:
 - a. Without signing the attendance sheet
 - b. Without properly handing over his/her Question Paper and answer booklet to the Invigilator.
- 9) No candidate shall bring with him/her into the Examination Hall or carry on his/her person, any paper, book, handwritten or printed notes, mobile phone, pager, digital diary or any



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other communication device or material whether or not it has any relevance to examination, nor shall he/she communicate with any candidate by any other means in the Examination Hall or Examination Centre premises while the examination is in progress.

- 10) Candidates are required to write answers to Question Papers in their own handwriting with pen/ ball-point pen in blue or black ink and in no other colour ink. Writing answers with red or green ink is prohibited. Accordingly, candidates are advised to bring their own pen, pencil, scale, ink pot and scientific calculator for their use.
- 11) Candidates may be allowed to use Electronic Calculators (list of permitted calculators available on the website under the Examination FAQs' and also given on the last page of this document) provided they do not have the memory that can retain text or formulae previously keyed in. Irrespective of the use of calculator, candidates are advised to invariably show all important steps and working notes relating to solutions of practical problems along with their answers. Rough work done should be marked as "ROUGH WORK for Questions No." and scored off by drawing a line across the written material. Rough work should be done on the last page of the Answer booklet. Exchange of calculators or any other item /material shall not be permitted in the Examination Hall.
- 12) **On receipt of the answer booklet, first of all, every candidate must write his/her Roll number on the inside cover page of the answer booklet (not writing the Roll Number may also result in the answer script not being marked). The total number of pages used should be mentioned on the first page of the answer sheet. You need to ensure that the invigilator has signed on the first page of your answer booklet and any other extra sheet taken by you for writing the examination. Further, every candidate is expected to satisfy himself/herself that he/she has received correct and complete question paper and verify it with reference to the Examination Time – Table and Programme, and see that the total number of questions and printed pages are in order.**
- 13) Candidates are warned that writing of any matter on Question Paper, Hall Ticket, Identity Card, Scale, etc., or taking any paper (s) from the Examination Hall shall be viewed seriously and entail disciplinary action.
- 14) Candidates must not write any irrelevant matter, criticism of question paper, any sort of appeal to examiners, salutation or invocation to God, etc., anywhere in the answer sheet/s. This will invite disciplinary action.
- 15) **Candidates should write answers only on both the ruled sides of the answer sheet/s.** In order to avoid wastage and possibility of misuse, candidates will be issued additional answer sheets only on demand after they have completely used the answer booklet provided to them initially at the start of the examination. Any attempt to tamper with the answer booklet shall tantamount to misconduct.
- 16) Each question should be started on a fresh page and sub – question (s) of the same question should be attempted in a consecutive order. While attempting a fresh question or sub – question, the candidate must clearly and prominently mention respective question number before the answer, in bold capital letters.



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- 17) Candidates are expected to write precise and to – the – point answers to the questions in **neat and legible handwriting**. Candidates are advised that a reasonable standard of handwriting legibility is expected by the examiners and that candidates may be penalized if undue effort is required by the examiners to interpret scripts.
- 18) **On completion of examination, the answer booklet, actuarial table (if any) and question paper must be handed over immediately to the Invigilator on duty separately.**
- 19) It shall be the personal responsibility of the candidate concerned to properly hand over his/her answer booklet even if blank, to the Invigilator concerned on duty in the Examination Hall. Any representation regarding omission to surrender the written answer booklet or part thereof in the Examination Hall at the time of handing over his/her Answer Booklet, for any reason whatsoever, shall not be entertained after the examination in that paper is over.
- 20) It is brought to your notice that in accordance with provisions contained in the Professional Conduct Standard, if any candidate is found copying or involved in any other form of malpractice, during or in connection with the examination, disciplinary action will be taken against the candidate which may include expulsion or suspension from IAI membership.
- 21) In case of technical glitch during online examination, Institute will not be responsible for retrieval of data. Institute will make best possible efforts for data retrieval. Candidates will have to reappear in next examination.
- 22) The Candidates are advised to email at exam@actuariesindia.org for the issues relating to the examination. Queries which are received within 15 days of completion of examination will only be entertained.
- 23) It is solely your responsibility to take the signature from the invigilator if you wish to change your handwriting or pen while writing the examination.

Guidelines for Computer-based Examinations

- 1) These guidelines are applicable for the computer-based examinations namely, CS1/CS2 (using R and MS Word), CM1/CM2/CP2 (using MS Excel) & CP3 (using MS Word).
- 2) All computer-based examinations would be conducted using
 - MS Office version 2010
 - R version 3.6.1 or higher (4.2.1)
 - R Studio Version 1.2 or higher (2022.07.2+576) (Packages – base, stats, utils, graphics, fpp, markov chain, forecast, dplyr, readxl, psych, corrplot, flexsurv, survival, etc.)



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- 3) You would be provided with a digital platform for the examination which will show the time remaining for the examination at all times, once the exam starts. Once the exam duration is over, any work done on MS Word/MS Excel will automatically get submitted.
- 4) You are required to attempt all sub-parts of a question in one document only, unless instructed otherwise.
- 5) The additional data files or excel templates etc. (if applicable) shall be available for download on the digital exam platform only after exam start time.
- 6) For R examinations, you are required to copy and paste R codes and output at regular intervals onto the MS Word file. This is essential as only the MS Word file would be saved and submitted once the examination gets over. Any code not transferred by you on to the MS Word platform by the time the exam time expires, would get lost and will not be considered for evaluation. Students are expected to know the codes and no help will be provided during examination.
- 7) You may use the 'Help' tab available within the R and MS Word/Excel software for reference any time during the examination. This will give you guidance on the syntax of any code/formula to be used.
- 8) In case of MS Excel examinations, ensure that you mention all the formulas and steps in the worksheet and submit all work i.e. model, audit and summary, as applicable.
- 9) You will not have access to use internet during the entire duration of examination.

List of Scientific Calculators

The Scientific Calculators that the students are permitted to use are given below:

1. Casio FX82 (ES/MS) (with or without any suffix)
2. Casio FX83 (ES/MS) (with or without any suffix)
3. Casio FX85 (ES/MS) (with or without any suffix)
4. Sharp EL531 (with or without any prefix or suffix)
5. Texas Instruments BA II Plus (with or without any suffix)
6. Texas Instruments TI-30 (with or without any suffix)
7. Hewlett Packard HP12c (with or without any suffix)

Please note that the students are not allowed to use any other model of the calculator in the exam centre. From this list, Casio FX82 (ES/MS), Texas Instruments BA II Plus and Texas Instruments TI-30 are available in India.

SMOKING, CHEWING OF TOBACCO, BETEL, INTOXICANT, CARRYING OF MOBILE PHONE, SMARTWATCH ETC., IS STRICTLY PROHIBITED INSIDE THE EXAMINATION HALL.
