



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

Mitigating Circumstance Policy and Procedure

1. Introduction

Institute of Actuaries of India aims to provide a transparent and impartial way to pursue growth in qualification.

2. Objective

The policy aims to provide the various circumstances under which the candidate is eligible to apply for mitigation to IAI examination including the process for applying the same along with timelines.

3. Applicability

This policy is applicable to all the candidate who appears for IAI examination, with intend to provide formal means to apply for mitigation circumstances to be taken into account in relation to examination performance.

4. Criteria to Apply

4.1. Beyond the control of Candidate

Candidate must prove that they could not have done anything to prevent the circumstance arising, that it was unforeseen and inevitable.

4.2. Effect on Examination

Candidate must prove that they had a significant impact on the performance during the examination with proper evidence.

5. Procedure to Submit the Application

Candidate must submit the scan copy of '**Mitigating Circumstances Application Form**' as provided in "**Annexure A**" along with the documents within 5 days of the examination via email at exam@actuariesindia.org . Candidate must follow the below steps to submit the mitigating circumstances application:

1. Download the application form.
2. Duly fill all the details as mentioned.
3. Include as much as possible relevant details in application.
4. Attach all the supporting documents and evidences.
5. Email complete application at exam@actuariesindia.org

If the candidate fails to submit application within the timelines, then the application will not be considered. If the application and evidence is not received in time then the application will be rejected and the process will end at this stage. In this situation, the candidate will be informed by email. Application will not be accepted if the candidate has sat for the exam against medical advice. Candidate will receive acknowledgement email from IAI.



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Note: Candidates are advised to adhere the timelines and procedure while submitting the application.

6. Online Examination

6.1. Circumstances that may be considered for during online examinations with appropriate evidence are listed below:

| Particular | Supporting Document/ Evidence |
|---|--|
| Prolonged disruption caused by hardware/software failure despite of alternative arrangements (To be read along with section 6.2) | i. Any correspondence between the candidate and the IAI flagging the issue. (An email as supporting documentation) ii. Submit duly signed (exam invigilator) incident form highlighting the relevant critical details. Note: Incident form will be available at Exam Centre |
| Issues related to electricity or internet connectivity despite of alternative arrangements (To be read along with section 6.2) | |
| Disruptions caused due to Online Exam Platform (To be read along with section 6.2) | |

Note:

1. 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.

2. The Institute will look at the request basis its merits.

6.2. Circumstances that may not be considered during online examination:

6.2.1. Lack of understanding of the Question paper, Examination time pressure or failure to understand exam process:

The Candidate should answer the question to the best of their ability, ensure they are managing their time appropriately and have gone through the documents the exam process prior to the exam taking place.

7. Circumstances on or before the examination

7.1. Circumstances may be considered on the day before the examination with appropriate evidence are listed below:

| Particulars | Supporting Document/ Evidence |
|------------------------|--------------------------------------|
| Severe Illness | Medical Certificate or Doctor's note |
| Incident/Emergency | FIR or Fire Certificate |
| Death of Family Member | Death Certificate or Employer Letter |

Note: Above shall be applied under the Exam Entry Fee Refund Policy of the Institute.



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7.2. Circumstances that may not be considered

7.2.1. Medical Circumstances

Medical circumstances that do not relate directly to the examination date in question or cannot be attributed to having an effect on the examination. A statutory sick pay certificate will not be considered. So would be minor illnesses that could be treated with over the counter remedies (e.g. colds, coughs, sore throats etc.) and Pre-existing medical conditions will not be considered.

7.2.2. Misreading the Examination timetable

Candidate to ensure that they have an accurate understanding of the time and duration of all Examination appeared for.

7.2.3. Preventable circumstances:

Where the circumstances are within the Candidate's control, they are expected to take appropriate measures to mitigate for this. A circumstance which could have been prevented will not be considered under this policy.

8. Outcome of Applications

Candidates who make a mitigating circumstances application will normally be informed within 10 working days from result declaration.

IAI reserves the right to call for additional information basis the documents submitted as well as IAI may conduct independent and additional checks to validate the submitted evidence. The onus lies with the candidate to prove they are eligible under this policy.

If further information or justification is required from the applicant, or the relevant examining team, and a delay is anticipated then the applicant will be informed accordingly and another due date for release of their results given. The decision of the Authorities of the institute will be considered as final and the applicant cannot contest the outcome on the grounds of academic judgement.

9. Review

IAI reserves the right to review the policy at any time.

Once -revised, the same shall be uploaded to the website.



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Annexure A

Mitigating Circumstances Application Form

| | | | | | |
|-------------------------|--|---------------|-----------------|-------------|--|
| Member ID | | Centre | | Date | |
| Registered Name | | | | | |
| Registered Email | | | Mob. No. | | |

| Sr. No. | Date | Roll Number | Subject | Centre Invigilator Name |
|---------|------|-------------|---------|-------------------------|
| | | | | |
| | | | | |
| | | | | |

Please tick the category of mitigation circumstances that you are applying for

- Disruption during examination
- Other, please specify

Supporting documentation

Please tick the provided or attached type of supporting document/evidence.

- Incident form
- Other, please specify

Detailed Explanation of mitigating circumstances applied for and how the circumstances were unforeseen and unpreventable

Detailed Explanation on the circumstances effected your examination performance



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Detailed Timelines of circumstances

Note:

- ✓ All the fields are mandatory.
- ✓ Application must be in English only.
- ✓ Application not fulfilling the eligibility criteria will not be considered.
- ✓ Application not falling under Mitigating Circumstances Policy will be rejected.
- ✓ Incomplete Application overdue the timelines will be rejected.
- ✓ Application and supporting documents/evidence must be self-attested and signed.

I have read, understood and agree to be bounded by the mitigating circumstance policy and I hereby declare that the evidence submitted is true, correct and best of my knowledge. I understand that any impersonation or submission of questionable evidence in order to falsely claim benefit under this policy will be construed as misconduct on my part and IAI might consider perusing disciplinary action against me.

| | | |
|-----------|--|-----------|
| Date | | |
| Member ID | | |
| Name | | Signature |