



# 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 and adhere to 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 suspension of membership.

- 1) Please keep **print out of the Hall ticket** and **Original** Photo Identity Card (any one of the Government approved photo Identity Cards: Pan Card, Voter Card, Aadhaar Card, Passport and Driving License) handy throughout the Examination.

**Note:**

- i. **Capturing of your picture and Government approved Identity Card is required at the start of the examination. No other Identity card will be accepted.**
  - ii. **Proctor may ask you to re-capture your Identity Card in case it is not clear/ or it is blurry.**
  - iii. **Proctor may ask you to show the Hall Ticket during the examination for verification.**
- 2) Candidates are allowed to use personal hard copy of Actuarial Table for the examination. **(Note: Print or xerox copy is not allowed)**
  - 3) Candidate should use the same laptop/desktop which was used to appear for mock examination to avoid any technical issues on the actual examination day.
  - 4) Please ensure no one else should be in room or come to room during exam session.
  - 5) Do not open what's app, telegram or any other chat or any other window/application in your computer other than exam window. Do not keep mobile phone with you at any time.
  - 6) Candidate can take **a restroom break of 2 minutes** only after taking permission from the proctor through chat box available on bottom right of the exam window.
  - 7) Candidate should ensure that all software in their laptop/desktop are up to date before appearing for the examination.
  - 8) Candidate should keep **track of the exam timer** available on top right of the exam window. Your exam timer will **start immediately** after **clicking** the **"Start Test"** button and will **end accordingly**.
  - 9) **"Attendance Certificate"** will be available in Candidate's login post completion of the examination.
  - 10) The Hall Ticket will be available under your respective login by **8th May 2025, 6:00 pm IST**.



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- 11)** Candidate are allowed to use loose sheets of blank paper for rough work. The proctor may ask you to show these loose sheets before using them.
  - 12)** No Candidate shall be allowed to login into the Online Exam Platform after the login time for the examination is over.
  - 13)** The candidates are advised to appear from a closed room with no one else being present in the same confined space. (Please note two or more candidates are not allowed to appear from the same location/house etc.)
  - 14)** No candidate should have any book, handwritten or printed notes, mobile phone, earphones/headphones, pager, digital diary or any other communication device or material whether or not it has any relevance to examination. Back up device available must be kept outside the exam room.
  - 15) Candidate should not communicate with anyone or read questions aloud to themselves while the examination is in progress.**
  - 16)** Candidates are advised to appear for the examination in smart casuals.
  - 17)** Candidates can use the calculator during the examination. However, they can use only one of the models from the list below:
    - i. Casio FX-82 MS / SOLAR / SX Plus / ES (with or without any suffix)
    - ii. Casio FX-83 (ES/MS) (with or without any suffix)
    - iii. Casio FX-85 (ES/MS) (with or without any suffix)
    - iv. Casio FX-220 Plus
    - v. Casio FX-350 MS
    - vi. Casio FX-570 MS
    - vii. Canon F-502 G
    - viii. Canon F-715 S / SG
    - ix. Canon F-720i
    - x. HP 10s+
    - xi. Sharp EL-501 X
    - xii. Sharp EL-503 W
    - xiii. Sharp EL-506 X / W
    - xiv. Sharp EL-509 X / W
    - xv. Sharp EL-510 RN TI-30XS Multiview
    - xvi. Sharp EL-520 X / W
    - xvii. Sharp EL-531 XH / XG / WH (with or without any suffix)
    - xviii. TI-30X IIS / IIB
    - xix. TI-30 eco RS / Xa
    - xx. TI-36X II
    - xxi. Texas Instruments BA II Plus (with or without any suffix)
    - xxii. Texas Instruments TI - 30 Plus (with or without any suffix)
    - xxiii. Hewlett Packard HP12c (with or without any suffix)



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Please note that candidates will not be allowed to use any other model of the calculator.

**Candidate may be asked to show and validate the same to the proctor during the examination, available in the online exam platform.**

- 18) Candidates must not write any irrelevant matter, criticism of question paper, any sort of appeal to examiners, salutation or invocation to God, Roll Number, member ID, etc., anywhere in the responses/answer script. This will invite disciplinary action.
- 19) Candidate should not use abusive and unparliamentary language during the Examination.
- 20) Candidates appearing for the examination from any excluded country, as stated in the [Registration Announcement](#) may face cancellation of their exam or results for the respective examination.
- 21) It is brought to 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, cancellation of attempt, suspension from the IAI membership for a period of one exam session/ two years/ lifetime ban.**
- 22) During Examinations if any candidate faces any technical issue, kindly contact the helpline number available on the Examination platform +918047190902/email the issue on [mettl-support@mercerc.com](mailto:mettl-support@mercerc.com) keeping copy to [exam@actuariesindia.org](mailto:exam@actuariesindia.org). In case you are not able to reach the helpline number, kindly contact Institute immediately at 9122 62433334/36 or +91 8080225226/7021196454. **(Note: Proctor is only for Invigilation. Please do not contact the Proctor for technical issues/exam related queries.)**
- 23) Do not take support of any other member including friends or family in case you are struggling to upload the answer script or any other technical issue. Instead contact technical helpline number if you are unable to reach them, contact the IAI using the numbers provided above.
- 24) Candidates are strongly advised **to keep alternate arrangement** for software/hardware/internet/electricity issues that may arise before or during the examination day. Please do not keep other Laptop /Desktop in same premise.
- 25) No extra time/additional batch shall be granted for any software/hardware/internet/electricity issues faced during the examinations.



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**26) 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 sessions.**

**27)** Candidates are advised to email [exam@actuariesindia.org](mailto:exam@actuariesindia.org) for the issues relating to the examination. Queries which are received within 2 days of completion of examination will only be entertained.

**28)** Candidates are advised to thoroughly go through all the instructions mentioned in the “Student Guide for Actuarial Home Based Online Examination” and “FAQ for Actuarial Home Based Online Examination” available on IAI official website before appearing for the Actuarial Examination to avoid last minute hassles during examination.

**SMOKING, CHEWING OF TOBACCO, BETEL, INTOXICANT, CARRYING OF MOBILE PHONE, EARPHONE, HEADPHONE, SMARTWATCH ETC., IS STRICTLY PROHIBITED DURING THE EXAMINATION.**