Institute of Actuaries of India
Statutory body established under an Act of Parliament

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25th May 2019

Guidelines for Computer-based Examinations

- These guidelines are applicable for the computer-based examinations namely, CS1/CS2 (using R and MS Word), CM1/CM2/CP2 (using MS Excel).
- All computer-based examinations would be conducted using
    - **MS Office version 2010**
    - **R version 3.5.3 or higher**
    - **R Studio version 1.1.463 or higher**
- 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 and the platform will get frozen.
- There will however be a 'Submit' button available. Ensure that you click the "Submit" button only when you have answered all questions including sub-parts and then final submission is made. If done erroneously at any point earlier, this step can't be un-done.
- You are required to attempt all sub-parts of a question in one document only, unless instructed otherwise.
- The datasets file location (if applicable) shall be provided to you before the exam commencement.
- **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.
- 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.
- 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.
- You will not have access to use internet during the entire duration of examination.

Dinesh Chandra Khansili
Executive Director