



# 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

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## **Guidelines for Candidates appearing Actuarial Examinations**

Candidates must read and adhere 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 membership.

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

**Note:**

- i. **Capturing of your picture and Government approved Id Proof is required at the start of the examination. No other Identity card will be accepted.**
  - ii. **Proctor may ask you to re-capture your ID proof incase if it is not clear/blur.**
  - 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 mock examination to avoid the technical issues on the actual examination day.
  - 4) Candidate can take **a restroom break of 2 mins** only after taking the permission from proctor through chat box available on bottom right of exam window.
  - 5) Candidate should ensure that all the software's in their laptop/desktop are up to date before appearing the examination.
  - 6) Candidate should keep a **track of exam timer** available on top right of exam window. Your exam timer will **start immediately** after **clicking** the **"Start Test"** button and will **end accordingly**.
  - 7) **"Attendance Certificate"**, if required, candidate may obtain the same via email from Institute. Request email for attendance certificate must be sent before **1<sup>st</sup> June 2024** with Name, Member ID, Roll number, subject name, and exam date at [ivyoti@actuariesindia.org](mailto:ivyoti@actuariesindia.org).
  - 8) The Hall Ticket will be available under your respective login by **3<sup>rd</sup> May 2024, 6:00 pm**.
  - 9) Candidate are allowed to use loose sheets of blank paper for rough work. You may be asked to show these before using by the proctor.
  - 10) No Candidate shall be allowed to login into the Online Exam Platform after the login time is over of examination.



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- 11)** 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.
- 12)** Candidate should not communicate with anyone or read questions loudly while the examination is in progress.
- 13)** Candidates are advised to appear the examination in smart casuals.
- 14)** 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)
- 15)** 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. This will invite disciplinary action.

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.**



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- 16) Any candidate who appears the examinations from the excluded country as per the [Registration Announcement](#) may lead to cancellation of their result of the respective examination.
- 17) 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 or suspension from the IAI membership.**
- 18) 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@mercer.com](mailto:mettl-support@mercer.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 62433334/36/38 or +91 8329321986/ 8080225226/ 7021196454.
- 19) Candidates are strongly advised **to keep alternate arrangement** for software/hardware/internet/electricity failure arise day before or on the exam day/during the examination.
- 20) No extra time/additional batch shall be granted for any software/hardware failures faced during the examinations.
- 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.**
- 21) 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.
- 22) 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 under member login 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.**