Candidate Exam Instructions - Canvas

Please familiarise yourself with these instructions, we recommend you read them in full and well before the exam as you are responsible for completing certain actions prior to the exam date.

See Candidate Checklist below and for specific questions please refer to the FAQ's on the website or contact the Institute education team on education@actuaries.asn.au or +612 9239 6100

Format of Exam

The exam is for a total of 3 hours and 45 minutes which includes planning time and an additional 30 minutes for Semester 2 of 2020 to accommodate the changed exam environment. The exam is a long answer exam, completed using Microsoft Word and Microsoft Excel under open book conditions.

Prior to the Exam day

- Check that you have all the right hardware, software and internet connection to ensure you can sit the exam well in advance - see here for the Minimum System Requirement
- It is highly recommended that candidates test their equipment well in advance.
- We strongly recommend that you take advantage of the opportunity to sit practice exams to ensure you are comfortable with the process and exam environment. This will happen during August and information will be emailed to you directly.
- You will receive your candidate number and any additional information 2 weeks before the exam.

Exam Process

Step 1 – 3-5 days prior to exam

You must register with our authentication and proctoring partner Examity and set up your profile which will be used as part of the authentication process.

- Before commencing you should save a photo of your Photo ID eg driving licence or passport on your computer.
- You need to set up your profile and ensure the time zone in which you are taking the exam is updated.
- Login to the LMS using the candidate details which have been supplied to you.
- Click on the Module tab to LHS of screen.

- Click on the Examity link which will direct you to set up your profile – see attached Examity Guide for full details.
- You will be asked to upload a photo of your ID, complete some identifying questions and answers, and type your name to record your digital signature.
- You will then need to schedule your exam by clicking on the Schedule Exam tab.
- You may then sign out of Examity and the LMS.
- You will receive an email from Examity confirming time and date of your exam.

Step 2 – On the day of your exam - 30 minutes before your exam is due to commence

- Ensure you and your exam area are fully prepared – see checklist below.
- Ensure you have the photo ID which you used when setting up your profile with you.
- Make sure your computer is plugged in and you are connected to the internet.
- Close all applications and restart your computer.
- Allow browser pop ups, disable previous Examity extensions, allow camera and microphone and change your display setting to duplicate displays if you are using two screens. See here for help.
- Login to the LMS.
- Access the exam course icon on your dashboard and click on the module tab to LHS of screen
- Click on Examity link which will take you to the Examity screen where you will click on the Begin Scheduled Exam tab. Further details can be found in the attached Examity Guide
- You will then be asked to work through a series of steps :
    - Take a photo of you and save it
    - Then take a close-up photo of your ID and save it.
    - Answer one of your identifying questions.
    - Complete your digital signature.
    - Your computer will be confirmed as ready to sit the exam and you will be asked to commence proctoring.
    - You will need to share your screen by clicking on the screen in the box and agreeing to share.
    - For further detailed instructions please click here
- Once proctoring has commenced you will return to the LMS.

- Do not end proctoring until you have completed and uploaded your exam, the proctoring screen can be minimised.
- Your exam can be found under the Assignment tab on the left side of the page
- At the designated exam start time, the exam paper, any additional information and the course notes will become available as PDF documents for you to download. We recommend you download and save all documents immediately.
- You may print the exam and leave your desk if necessary to collect the printout in the first 15 minutes of the exam
- You will complete your answers in MSWord and Excel and should remember to **save regularly** during the exam.
- Your answer documents should be saved as Candidate number.doc (Word file) , Candidate number.xlsx (Excel file) and include your candidate number on each page. You must not include your name on any part of the answer scripts.
- You may work until the three hours 45 minutes is finished and then you have 15 minutes in which to upload the exam – see further comments on timing below
- Your answer documents need to be uploaded to the LMS at the end of the exam. This can be done on the page where you downloaded the exam by clicking submit assignment. Only one submission is allowed so candidates should be certain they have finished before submitting answer scripts.
- By uploading your answer scripts you are confirming that the declaration on the page is true and that this is all your own work.

Support

- For Examity related questions we suggest you use their chat function in the first instance.
- Any other problems we recommend that you contact the Institute on education@actuaries.asn.au or +612 9239 6100.
- If the problems are related to the Examity software we may refer you to their support team.

Starting Late or Finishing Early

- Candidates must stop working on their answers at the end of the 3 hours and 45 minutes to upload their scripts. There will be 15 minutes allowed after the exam time is finished to upload your answers
- No extension of time is allowed if you sign onto the LMS late and your authentication and exam start is delayed but in this circumstance, you should contact the education team on education@actuaries.asn.au who may be able to help you depending on the circumstances.

- If candidates wish to finalise their exam before the allotted time has expired, they may upload their answers and sign off from Canvas.
- Only one submission is allowed so students should be certain they have finished before submitting answer scripts.

Downloading and printing your exam

- Candidates should download the exam and all files related to it and save them to their computer immediately.
- Candidates may print the paper within the first 15 minutes of the exam – movement from your desk to collect the printout is allowed during this time.
- **Candidates should save their work frequently.**

Using Two Screens

- Candidates may use two screens if they wish to work on a larger screen than their laptop provides but only one application can be used at any one time so the **screens must be duplicated.**
- Before starting the exam you should ensure your screens are in Duplicate screens mode (see here for more information) and when you commence the proctoring you will be asked to share your screen and must share the whole of the screen.

Open Book Conditions

- The examination will be conducted under open book conditions. Candidates may have available hard copies of their course material, which consists of course notes, their own notes, reading material, and prescribed texts or may access this material on their C drive. The standard digital materials which will be made available with the exam will include:

    - PDFs of course materials and readings that have been protected to prevent copying and pasting.
    - Associated spreadsheets for course materials and textbooks.
    - Files related to the question.

- Examiners will assume that all students will have course material available to them under the open book conditions in print or on their C Drive.
- Candidates must download the material they want to their C Drive as they may not access this material in the cloud or on other devices.

- Candidates may use calculators for the examination however, it is envisaged that students will use Microsoft Excel for their calculations.

Mobile phones

Candidates should have their mobile phone with them in the exam, but it is strictly only allowed to be used for the following purposes:

- As an Internet hotspot if this is how you connect to the Internet to complete your exam, rather than using a land-based broadband connection.
- To contact the Actuaries Institute helpdesk on +612 9239 6100 via phone.
- To contact the Examity helpdesk via phone.

During the examination

- The time for the exam will be based on standard internet time. Candidates should ensure that their computer time is consistent with this or use a separate clock to manage their time
- Candidates will be responsible for their own time management and no reminders will be provided.
- Candidates must complete their answers in Word and Excel and ensure that there is no data linked to spreadsheets. Please save **both** the Word document and the Excel document and refer to the coversheet instructions to see which of your documents will be marked - Word document or both the Word and Excel document, as this may vary on a question by question basis.

If there are problems on the day of the exam

- If we are aware of a problem with the authentication or proctoring process we will let you know via email and/or text and you will be able to start the exam on time through the LMS.
- If there is a problem accessing your exam via the LMS we will let you know via email and/or text. If this is the case the start of the exam could be delayed or we will email the exam to you.
- If you have other issues we recommend you contact us on education@actuaries.asn.au or +612 9239 6100. The Institute will not be able to assist with specific hardware/software or internet problems but may be able to record details of any problems you have or offer some possible solutions.

Declaration and penalties for breaching the rules

- By submitting your answer scripts candidates you will confirming and agreeing to the following declaration

  DECLARATION:

  By submitting your exam paper, you are confirming that the work is your own and that you have complied with the requirements of the Actuaries Institute Code of Conduct, which all members are bound by.

  You are required to be honest and work with integrity at all times. Committing plagiarism or collaborating with others is a breach of the Integrity principle under the Actuaries Institute's Code of Conduct.

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Candidate Checklist

Practice Exam

- It is very strongly recommended that you take at least one of the practice exams which the Institute is making available to all candidates. These will be scheduled in August.

Prior to the Exam – 2 weeks out

- Check you have all the equipment, software and access to internet which you need. For full details see here.
- Work out where you will sit the exam and test the internet and your ability to access the LMS from that location.
- Check that your location will be quiet and you will be uninterrupted during the time of the exam
- If you are sitting your exam in an office environment you will follow exactly the same process for accessing your exam but you ensure:
    - You have registered using this form
    - You or the employer has organised an invigilator, and have advised the Institute of this arrangement.
    - You have checked accessibility
    - You have complied with any additional instructions
- Check the time of your exam and any time differences, particularly if you are not located in Sydney.

Prior to the exam – day before

- Check your computer is fully charged.
- Ensure you have your joining instructions available.
- Ensure you have the contact details for the help desk and that you know how to contact the Institute Email : Education@actuaries.asn.au Phone : +612 9239 6100

The day of the exam

- Check your computer is fully charged and plugged in
- Ensure you have internet access
- Prior to commencing your exam, check you have your photo ID which you used to set up your profile with you to ensure you can undergo the online authentication.

- Check you have all your equipment ready and on your desk so you do not need to get up to get anything.
- If you need food or drink, ensure it is also within arm's reach.
- Make sure your phone is fully charged and switched to silent.

During the exam?

Contact details for the help desk

Email : Education@actuaries.asn.au Phone : +612 9239 6100

After the Exam?

Special Consideration Policy – application form

Contact details for the help desk

Email : Education@actuaries.asn.au Phone : +612 9239 6100

Preparing your computer for the exam

Before you start your exam, please ensure that you are accessing Examity through Google Chrome or Mozilla Firefox.

1. Close all other applications and restart your computer (optional)
2. Ensure your browser is set up to allow pop-ups:
   - Allow browser pop-ups in Chrome
   - Allow browser pop-ups in Firefox
3. Uninstall/remove/disable all previously installed browser extensions
   - Disable/Remove extensions in Chrome
   - Disable/Remove extensions in Firefox
4. If your computer has front and rear cameras, disable the rear camera
   - Disable rear camera on Surface Pro devices
5. Allow camera & microphone access settings in browser:
   - Allow Camera & mic access in Chrome
   - Allow Camera & mic access in Firefox
6. If you have more than 2 screens, disconnect the other screens. Change Display settings of the 2 screens to
   - "Duplicate these displays" in Windows, or "Turn On Mirroring" in MAC