Part III Assignment Instructions – Semester 2 2019

Please read all instructions carefully before submitting your assignment.

This assignment will be assessed for Semester 2 2019 and will be worth 10% of your overall assessment weighting.

The assignment covers parts of the syllabus which are either difficult to assess in an exam or historically have been areas of the course where students have not performed well.

You should allow at least 10 hours to complete the assignment with a typical response being three - four pages (excluding cover page and calculations). However, there is no penalty if your response is outside this range. The assignment will be reviewed on both content and the quality of written communication.

When completing your assignment, if some of the data is not your own, you must acknowledge the third-party input, this includes any peer review. You must comply with any applicable Professional Standards and the Code of Conduct.

Please complete and attach a cover sheet as the first page of your asignment (see LMS)

A **declaration** at the end of your report is also required, for example:

"I declare that all work in this assignment is my own work except where there is clear acknowledgement or reference to the work or assistance of others."

Acceptable forms of peer review are:
- Verbal discussions with peers
- Verbal advice from more experienced Fellows

Unacceptable forms of peer review are:
- Sharing documents
- Editing of documents by others

Your Part III Assignment report must be uploaded to the LMS by **9:00 am (AEST) on Monday, 19 August 2019**. You will not be able to upload your assignment after this deadline. Your assignment should be in Microsoft Word and can be submitted with associated data spreadsheet(s). Please do not link data between your assignment document in Microsoft Word and any associated data spreadsheet(s).

Please ensure your candidate number is located on the first page and header and footer of each page. This ensures markers can quickly establish which candidate it belongs to. The file name for your assignment must be your candidate number.

DO NOT include your name, membership number or work detail on the assignment. Please check that your name does not appear as the author in the Word document. To remove all personal information from Microsoft Word 2010 document, click on *Info*, then click *Check for Issues* and select *Inspect Document*. On the list of checkboxes, only tick the *Document Properties and Personal Information* checkbox, click the *Inspect* button and then click the *Remove All* button.

Please email the Education Team at **education@actuaries.asn.au** if you have any questions.