

**Subject: Practice Exams joining instructions and important information**

Dear Candidate,

**This email contains important information regarding your examination. Please ensure that you read this email carefully.**

Welcome to the Online Practice Exams. With the change in exam delivery to online it is important that you test the complete exam process well before your actual exam.

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Please see below the joining instructions for your forthcoming practice exam.

**Practice Exam dates:** 12 – 18 August, 2020

**Practice Exam Times:** we will run afternoon sessions from 12.30 – 2pm and evening sessions from 6.30 – 8pm (The dates and times available to book can be viewed in the LMS)

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The Practice examination will take place on your Learning Management System. This can be accessed using the following link. Please use your existing LMS login details

<a href="https://actuaries.instructure.com/login/canvas">https://actuaries.instructure.com/login/canvas</a>	ALM, LIRV, LIRPD, LIA and SRA
<a href="http://elearning.actuaries.asn.au/login/index.php">http://elearning.actuaries.asn.au/login/index.php</a>	C3A, C3B, C5A, C5B, C6A, C6B and CAP*

You now have access to the exam platform. Please read through and familiarise yourself with the below before taking the exam.

- The exam conditions provided on the home page of the Learning Management System
- The exam instructions and policies
- The exam technical requirements

These documents are available on the online web platform and attached with your permit email.

**Important tasks to complete 3 -5 days prior to the exam sitting**

- You are required to set up your authentication profile and schedule your exam in Examity, this is a candidate responsibility and must be completed 2 days prior to the exam sitting (a guide on the process is attached and provided in the LMS)
- Candidates must complete an equipment check and test their settings (as per the settings checklist in the candidate instructions)

**On the day of the exam**

- Candidates will need to have ready the same form of photo identification they used to create their authentication profile.
- Ensure their computer and surroundings are ready for the exam.
- Arrive 30 mins before the exam start time to begin the authentication process.

Please contact the Education Team if you require any assistance  
e: [education@actuaries.asn.au](mailto:education@actuaries.asn.au) or phone: +61 2 92396100

We wish you all the best for your exam sitting.

Kind regards,

**The Education Team**

\*For this session of practice exams where the focus is testing the system CAP students will be testing under Module 3 conditions, specific CAP student instructions for the exam will be sent to you separately.