

Online Examination Policy

1. Introduction

This policy explains Online Examination format and general rules of conduct for attempting exam online.

2. Definitions of Terms

An **online exam** is a timed and open-book exam.

Timeframe: You will have a defined period to answer the questions on the test. If you do not complete the exam within the required time, it will expire.

System requirements: The examination may be taken on any computer with internet access

3. General Rules of Conduct for Online Examinations

Any candidate who, in the opinion of the Board of Examiners, has been guilty of misconduct about an assessment, in accordance with the terms of the Code of Conduct of the Society shall, at the discretion of the Board of Examiners, be disqualified from:

- (a) that assessment, and
- (b) sitting any further assessment until a complaint of misconduct has been determined under the Disciplinary Scheme.

Examples of misconduct include for Online Examinations:

- the giving or receiving of unauthorised assistance of any kind during the assessment; gaining access to any of the assessment questions before the assessment;
- looking at or copying from another candidate's paper;
- bringing unauthorised material into the assessment room, or using unauthorised material from the Internet; or
- disturbing other candidates during the assessment.

This list is not exhaustive.

Any misconduct or cheating during examinations, represents gross unprofessional conduct and this is regarded in a very serious light by the Actuarial Society of South. Any instances of misconduct or cheating during the examinations will be referred to the Society's Disciplinary Committee for further investigation and a final decision on the consequences.

4. Examinations offered via Online access

Online exams will be available via Moodle website.

Students are required to take the online examination without assistance, however, a student may refer to any of the material received. The examination may be taken on any computer with internet access. Please make sure that your connectivity is reliable and that you have good site speed before attempting the exam.

The following exams are currently conducted via the Moodle Platform

Business Awareness Model Exam

- a. The exam consists of 25 multiple choice questions. The questions cover the material in the registration pack (presentations, documents, and case- studies) as well as all presentations during the course. The Financial Services Industry, Professionalism Conduct and Legal awareness will be South African based.
- b. The pass rate is 75%, with each question counting one mark.
- c. If you do not pass the exam you need to wait 2 weeks before you can re- take the exam with a maximum of 6 attempts.
- d. There is no time limit when writing the test, once you have started the exam.
 - i. You can however get a "time out" error from the website so do not leave
 - ii. your computer unattended for long periods of time.

You have access to the Moodle BAM exam for 6 months from the date that you attended the workshop. If you do not pass the exam in the allotted time you will have to redo the workshop, which will entail paying an administration fee.

General Practice Module MCQ's

- a. The Practice Module examination is an online multiple choice question (MCQ) exam to test knowledge of the South African financial services landscape.
- b. It is a 20-minute paper and it consists of 20 questions on general practice.
- c. The pass mark is 75%.
- d. Students will have one attempt to pass the exam. With a failed attempt, the student can only retake the exam during the next examination period.

5. Online Exam Results

A student will be able to see whether he or she has passed or failed the examination immediately after completing it. Students are advised to print this result for record purposes. Grades for on-line exams will not be published as other examinations. For transitional students to the Normative Skills programme and students transferring from other Actuarial Associations through a Mutual Recognition Agreement, the results will be graded to their academic records. Normative skills students will not receive a grade on the academic record, but a credit counting towards the successful completion of the Normative Skills programme will be noted.