

9 April 2020

Actuarial Society of South Africa (ASSA) Candidate Communication - Corona Virus (CV)

Dear Members

We are in the process of finalising the requirements for the online ASSA examinations taking place this semester.

We acknowledge that you may not be in a personal position to take these online examinations therefore you may de-register from the exam, penalty-free. You may also register for any additional exam which is now open for registration. Registration and de-registration for these exams will remain open to 10 days before the exam date.

There are several technical and physical space requirements which you would need to consider before deciding whether to take up the exam through the online solution we are offering. It is therefore important that you read through all the requirements mentioned below.

Exam Timetable

Exam dates have changed for A211, A213 and A311 with a time change for F202. The table below provides the revised exam dates. We don't anticipate these to change but will keep students informed if there are further changes made:

Subject Code	Revised Exam Date	Last day to register and / or deregister	Assessment
A111 A212 A214			Cancelled IFoA outsourced exams
A112 A113 F106	27 April 6 May 1 May	10 April (de-register only via member profile)	IFoA online exam solution assessment Start time to be confirmed by the IFoA
A211 A213 Part A	18 May 22 May	8 May 10 May	Written only online exam assessment ASSA online exam solution
A213 Part B A311 N211 F101 F102 F103	22 May 14&15 May 13 May 5 June 27 May 29 May	10 May 30 April 24 April 21 May 12 May 14 May	Typed only online exam assessment ASSA solution

Subject Code	Revised Exam Date	Last day to register and / or deregister	Assessment
F104 F105 F200s	3 June 1 June 19 May*	19 May 15 May 4 May	
F200 Mock	25 April	13 April	Typed only online exam assessment ASSA solution

*All exams in the morning with F202 in the afternoon

Technology Requirements:

Technology Requirements	Specifications
PC / Laptop	Fully charged (if) laptop (detail below)
Microphone	No headphones
Web Camera	Focused directly on you
Smart phone for A211 and A213 (paper A) ONLY to scan and upload written content Recommended scanning APP to be advised in due course.	A211 and A213 candidates may use a smart phone AFTER the exam time in an allocated time frame to scan and upload their exam work. <i>ASSA is currently testing some scanning apps and will provide details of these in our next communication</i>
Internet Line speed and data	5GB exclusively available for a 3-hour exam (avoid others sharing the Wi-Fi) A211 and A213 candidates should note that the scanned scripts can reach sizes of around 8 – 12 MB depending on the app and scanning quality, so please ensure you have enough additional data for this.
Software	<i>MS Office 2010 allowed for selected exams only: A213 Paper B and N211. Your PC must be capable of downloading and opening PDFs, opening and creating Word, Excel and Power Point documents, utilising the Office 10 suite.</i>
PDF Reader	Adobe Acrobat DC - Adobe for .pdf documents can be downloaded here (http://get.adobe.com/reader/)
Calculator	Check the ASSA approved list of calculators

PC Requirements:

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Type	Recommended
Web Camera	1280×720 resolution
PC Users	Windows 10 (10 S mode is not supported)
Mac Users	OS X 10.13 High Sierra
Internet Download Speed	1.5 Mbps
Internet Upload Speed	1 Mbps
RAM	2 GB
Ports	1935, 843, 80, 443, 61613, UDP/TCP

- A functioning microphone (some web cameras have them built-in)
- A compatible browser: Google **Chrome** (preferred) or Mozilla **Firefox**

NOT SUPPORTED:

- Google Chromebooks
- Tablets (Nexus, iPad, Tab, Note, etc.)
- Linux operating systems:
- Windows 10 in S mode or Surface RT
- No running inside a virtual machine.

Exams Format

A211 and A213 – Paper A will be written exams, invigilated using your PC, webcam and microphone. Scripts will be uploaded via a scanning app at the end of the exam in a dedicated upload time allocation.

The following exams will not have a written option and you will only be able to type when answering the exam:

- A213 – Paper B
- N211
- A311
- F101 – F105
- F201 – F206

It is therefore advisable that you practice your typing skills before the exam. Concerns were raised by some students regarding the use of special symbols and formulae as well as the availability of the Formulae Book. Each exam will make the necessary provision for this should it be required.

All students will be allowed to keep a clean piece of scrap paper with them to use for rough work during the exam. Work on these scrap papers will also be monitored as part of the invigilation process.

Physical space requirements

The physical environment in which you will be attempting the exam has certain requirements as follows:

Space Requirements	Specifications
Exams which are written: A211 and A213 – Paper A ONLY	<ul style="list-style-type: none"> - The writing area /desk should have enough space to write and still have a PC on the same desk focused towards the candidate and writing area. - Own exam pad / writing paper which will be scanned (writing on a single side only) – we recommend you have at least 50 clean pages available. - Own stationery at the ready (pens etc.) - Approved calculator (not to be used during reading time)
Quiet room	<ul style="list-style-type: none"> - With a closed door - No other people in the room with you at any time during the exam - No clocks on the wall or placed around the room for you to look at (Looking around the room will be flagged as a prohibited action by the online invigilation service and you will be putting yourself at risk if you are looking around the room during the exam time.)

Exam Preparation: 10 Day count down

We encourage you to ensure your typing skills are adequate well in advance of the exams.

A211 and A213 candidates should also test their scanning apps and how to transfer scanned documentation to their PC's, as there will not be any support or extended time provided for students who struggle with these apps or file transfers.

Documentation you will require on the day of the exam:

- Your ID document or drivers' licence
- Your candidate number - write this down on a piece of paper as you will not be allowed to access your email or other programs to get this information.

10 Days before the exam	Registration and de-registration closes
9 Days before the exam	Exam permits will be released, ensure that you are registered correctly
8 Days before the exam	Ensure that you have the required tech needed for testing the exam
7 Days before the exam You will be sent the following: <ul style="list-style-type: none"> - ASSA learning platform log in 	Access will be given to the ASSA online learning platform for you to familiarise yourself and test the environment: <ol style="list-style-type: none"> I. Log-in details which will be emailed to you. II. Create an online proctoring (invigilation) profile - compulsory III. Familiarise yourself with the exam environment and how you will answer your paper online IV. Your PC and personal tech abilities to manage the requirements. V. Test the scanning app for those who will need this. VI. Your physical environment
6 Days before the exam	Address any issues which have arisen the day before. <i>You will be allowed to opt out of the exam at this point if you feel the need to do so.</i>
5 Days before the exam	Ensure you have the required stationery and tech support e.g. laptop battery /phone charger / pens / ID document/ approved calculator
4 – 3 Days before the exam	Organise your physical exam area if things have moved around since Day 7.
2 Days before the exam	Take note of all the prohibited actions (listed below) and ensure you are familiar with them.
1 Day before the exam	Set up your exam work area: <ul style="list-style-type: none"> - Candidate number written down - Stationery required is available - Web Camera – focused on you - Microphone – working

	- Laptop and smartphone charged with sufficient internet data / Wi-Fi ready.
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Prohibited and Allowed Actions during the exam

We are procuring the services of an online invigilation service provider and there are rules which must be adhered to. These are some of the prohibited and allowed actions for all exam candidates during exams:

Prohibited	Allowed and Required
You may not access any notes or material	You must have a photo ID available to show to the web cam
You may not look around the room or focus on areas away from the exam work area i.e. no clocks on the wall.	You can use the clock on your PC to check for time to avoid looking at a wall clock.
Your cell phone must remain off for the duration of the exam on the learning platform	A211 and A213 ONLY: You may only start scanning your written scripts once the invigilator has closed off the exam. Then you will be provided with a dedicated time frame in which you must scan and upload your script.
You may not have dual screen accessibility	You must have a mirror or CD to show the invigilator your exam area.
You may not print the exam paper	The exam paper will be accessible through the online learning platform.
You may not leave the exam room	You may have scrap paper to make notes during the exam.
No completed exam scripts may be forwarded or shared in any way with other candidates of someone else.	

Please note the following for specific Exam Subjects:

Exam	What can you take into the exam?
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A211	ID, candidate number, approved calculator, A4 exam pad, pen (+ spares), switched off smartphone for scanning after exam has ended. CALCULATORS NOT ALLOWED DURING READING TIME
A213 A	ID, candidate number, approved calculator, A4 exam pad, pen (+ spares), switched off smartphone for scanning after exam has ended. CALCULATORS NOT ALLOWED DURING READING TIME
A213 B	ID, candidate number, approved calculator, scrap paper and pen (+ spare). CALCULATORS NOT ALLOWED DURING READING TIME
N211	ID, candidate number, approved calculator, scrap paper and pen (+ spare)
A311	ID, candidate number, approved calculator, scrap paper and pen (+ spare)
F100	ID, candidate number, approved calculator, scrap paper and pen (+ spare)
F200	

On the Exam Day

The exam will start at the time specified on the exam permit; allowances will be made for candidates with extra time at the end of the stipulated exam period. Please note the following steps which you will need to follow at the start of the exam:

- 1) Log into the ASSA Learning Platform
- 2) Follow the verification process including showing your photo ID
- 3) Read and follow the instructions in the Learning platform and the invigilation system.
- 4) Start the exam
- 5) Where you are writing the exam, your candidate number **(Not your name)** must appear at the top of each NUMBERED page. Write on one side only (no double-sided pages).
- 6) Typed exams outside of the Learning platform will require your candidate number on each worksheet for MS Excel and each MS Word document. (use the Header function with this) Each page must be numbered.
- 7) Once you have completed the exam the invigilator will close out the exam.
- 8) **A211 and A213 ONLY - After Proctor U closes out the exam:** Candidates who have written work will then be allowed to switch on cell phones and use the pre-determined Scanning APP to scan and send the scripts to

themselves in order to upload to the Learning platform. There will be a time limit.

- 9) Candidates who have typed work in MS Word or Excel will be allowed to upload their saved scripts and upload to the Learning platform. There will be a time limit.

Frequently Asked Questions

The ASSA website will be updated with FAQ's which will assist with any scenarios that concern you about the exams. The FAQs will be updated in response to further questions we receive, and we recommend you visit this site regularly.

<https://www.actuarialsociety.org.za/student-zone/exams/online-exams/>

We acknowledge that is a challenging time for all our members and remain sympathetic with the knowledge that some difficult decisions need to be taken. We would like to thank you for your perseverance and patience whilst we are working on finding the best alternative solutions to ensure progression continuity.

We take this time to wish you a productive few weeks of study in the build up to the exam and every success in the exams

Kind regards

The Actuarial Society of South Africa