

## PART III REQUEST FOR EXAM PERFORMANCE INTERVIEW

### 1. Introduction

The Actuaries Institute currently offers students an opportunity to request an Exam Performance Interview (formerly known as a **Chief Examiner's Report**) for their performance in an examination.

**Please note this policy is only applicable to the courses examined directly by the Actuaries Institute. This policy does not apply to the C7A ERM course ST9 exam, UK ST1 Health and Care exam, and SA F101 Health Fellowship Principles exam.**

### 2. Procedure

Exam Performance Interviews for an examination will only be available to students who submit the application form and meet the following criteria:

1. The exam must have been sat in the most recent series of examinations.
2. The student must have sat the same subject more than once.
3. The student must have achieved an overall grade of C for his/her most recent attempt at the examination.

There will be no Exam Performance Interviews for assignments. If a student can demonstrate that his/her assignment has been marked incorrectly then he/she is advised to submit a Complaint/Grievance form to the Education Officer at the Actuaries Institute who will forward the relevant material to the Course Leader for comment and review.

Students are reminded of other resources to assist them in their performance, including the Board of Examiners' reports, past examination papers and from semester two 2005 onwards, past assignments, all of which are available on the internet.

### 3. Guidelines for the conduct of Exam Performance Interviews

From September 2006 all Chief Examiner's Reports will be conducted as interviews unless a candidate can provide just cause that an interview is not possible and this is agreed to by the Chief Examiner (CE).

- ▶ A written report may be possible in cases where a candidate can provide a reason that an interview is not possible and that this is agreed to by the Chief Examiner (CE).
- ▶ the interview could either be face to face (if local) or via telephone;
- ▶ the interview would notionally be for 30 minutes, but this could be extended at the CE's discretion;
- ▶ the CE can delegate the review responsibility to one of the Assistant Examiners (AE), as long as the CE is convinced that the AE is across the issues key to that particular student;
- ▶ the interviewer may allow the candidate to view a copy of their exam answers at the interview; however, the candidate is not permitted to keep these;
- ▶ the purpose of the interview is to provide candidates with identification of areas of weakness and opportunities for improvement. There would be no reassessment of the results at all.
- ▶ Interviews should be completed within one month of the closing date for applications
- ▶ A file note, using the form on page 4, must be completed and signed by both interviewer and candidate and returned to the Education Manager within 2 weeks of the interview.



## EXAM PERFORMANCE INTERVIEW REQUEST FORM

Exam Performance Interviews are available to students who wish to have more detailed feedback on the answers they wrote in the examination. Students can only request this report if they have failed the same Subject/Course more than once and have gained an overall grade of C in the most recent exam period.

**Due Date** Requests will be accepted up to four weeks after the release of results.

**Interview Due Date** Within one month after the closing date for applications

**Name** \_\_\_\_\_ **Member ID** \_\_\_\_\_ **Candidate No.** \_\_\_\_\_

**Part III subject/s** \_\_\_\_\_

**Address** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Date of request** \_\_\_\_\_

Cost = \$88.00 per report (GST inclusive)

<b>PAYMENT DETAILS</b>					
Please indicate method of payment. Cash payments are not accepted.					
CHEQUE	AMEX	MASTERCARD	VISA	MONEY ORDER	<b>In Person only</b> EFTPOS
_____ / _____ / _____ / _____					
Expiry date _____ / _____			Amount \$ _____		
Cardholder's name (please print) _____			Signature _____		
ABN 69 000 423 656 Cheques Payable to: The Institute of Actuaries of Australia Level 2 50 Carrington St. Sydney NSW 2000 Australia					

**Return to:**

Actuaries Institute,  
Level 2, 50 Carrington St,  
Sydney, NSW, 2000.

t +61 (0) 2 9239 6100  
f +61 (0) 2 9239 6170  
e [education@actuaries.asn.au](mailto:education@actuaries.asn.au)

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## Exam Performance Interview File Note

Date of Interview \_\_\_\_\_

Candidate No. \_\_\_\_\_ Candidate's Name \_\_\_\_\_

Part III subject \_\_\_\_\_

Semester and year of exam \_\_\_\_\_

Chief Examiner \_\_\_\_\_

Interviewer \_\_\_\_\_

Interview start time \_\_\_\_\_ Interview finish time \_\_\_\_\_

Meeting held (please tick one) In person Via telephone

Exam answers shown to candidate (please tick one) Yes No

Exam answers retained by interviewer (please tick one) Yes No

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Interviewer's signature \_\_\_\_\_

Candidate's signature \_\_\_\_\_

**After the interview, please return to:**

**Return to:**

Actuaries Institute  
Level 2, 50 Carrington St,  
Sydney, NSW, 2000.

t +61 (0) 2 9239 6100  
f +61 (0) 2 9239 6170  
e [education@actuaries.asn.au](mailto:education@actuaries.asn.au)

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