SOCIETY OF ACTUARIES®

The Prometric Center Experience for FSA Written-Answer Exams
Updated September 2, 2021

Exam Timing

- Once seated at your designated Prometric workstation, you will have approximately 10 minutes prior to the start of the exam to read through an instructional tutorial on navigation, saving and submitting your files.
- A clock on your computer screen will display the time you have remaining for the exam. The clock will start to count down when you click "Start the Test."
- Once you start the test, the clock cannot be paused.
- After time expires (or you click "Finish Test") there will be a 5-minute period during which you must upload your files for grading.
- There is no specifically designated read-through time or break time, but 15 minutes has been added to the standard length of time for your exam. As examples, on a 5-hour exam, once you click on "Start the Test," the clock will start counting down from 5 hours 15 minutes. On a 2-hour exam, once you click on "Start the Test," the clock will start counting down from 2 hours 15 minutes.
- You may take breaks at any time after you click on "Start the Test." The clock will continue to count down during any break you choose to take. All applicable Prometric security guidelines will apply if you exit the main exam room to take a break.

During the Exam

- You will use Word and/or Excel to construct your responses. See information later in this document on which Word and Excel features will be available. Some exams may elect to use only Word or only Excel. If so, that will be made clear at the exam.
- The exam questions and any case studies, formula sheets, tables and/or other material will be provided as PDF files.
- The exam questions will be repeated in the Word document that will also hold the responses.
- The Excel file may be pre-loaded with data.
- You will not receive hard copies of the exam questions.
- You will be provided with scratch paper,* which will be handed in to a Prometric center administrator and shredded.
- Each exam will have specific instructions for providing responses. For example, an exam could instruct you to provide written explanations in the Word document and calculations in the Excel file.
- You will submit your completed Word and Excel files electronically via the Prometric submission portal.
- Prior to uploading your Word and Excel files, each file should be saved and renamed with your five-digit candidate number in the filename.

[View a demo video simulating the exam environment](#) you will experience at the Prometric testing center.
[Learn more about the safety and security measures](#) at Prometric centers.

*Some exams will require the use of a paper answer booklet at Prometric centers – see Exams with Special Arrangements for Fall 2021 below.

Sample Exam Questions

Sample exam questions are available on the home page for each written-answer exam. The questions are designed to give candidates an understanding of how written-answer questions may be posed in a CBT environment. In addition, the Spring 2021 model solutions have been posted.

Availability of Word and Excel Features in Prometric Testing Environment

1. Candidates will be able to copy and paste between Word and Excel and vice versa, including pasting cells from Excel into Word as a table.
2. A search function will be available within the PDF reader
3. There is a file size limit of 25MB per file.
4. Analysis-ToolPak in Excel will not be available.
5. Solver in Excel will not be available.
6. Pivot Tables in Excel will not be available.
7. Candidates will not have access to Help in Excel and Word.
8. The Windows snipping tool will not be available.
9. Certain short-cut keys will be disabled. See below for the full list.

The following list of shortcut keys will _not_ be available

ALT - F4 Down	CTRL - P Down
ALT - F4 Up	CTRL - P Up
ALT - Space Down	CTRL -ESC Down
ALT - Space Up	CTRL- ESC Up
ALT -ESC Down	CTRL-ALT-DEL
ALT- ESC Up	CTRL-ESC
ALT -Tab Down	CTRL-N
ALT- Tab Up	CTRL-SHIFT-N
ALT-ESC	F1
ALT-F4	F1 Down
ALT-Space	F1 Up
ALT-TAB	F11
Application/Context Menu	F11 Down
Application Down	F11 Up

Application Up	F3
CTRL - B Down	Left WIN Down
CTRL - B Up	Left WIN Up
CTRL - L Down	Right WIN Down
CTRL - L Up	Right WIN Up
CTRL - N Down	Shift - F10 Down
CTRL - N Up	Shift - F10 Up
CTRL - O Down	Shift - F10
CTRL - O Up	Windows keys (both)

Exams with Special Arrangements for Fall 2021

Two exams have been identified as exceptions needing special arrangements due to infrastructure requirements to securely capture unique hand-written calculations, figures and graphs. Until an appropriate mechanism can be implemented the following assessment methods will be used.

- The **Long-Term Actuarial Mathematics (LTAM) Exam** will be administered at Prometric test centers. The multiple-choice questions will be answered on a computer while the written-answer questions will be answered in a paper answer booklet to be provided and collected by Prometric. A paper version of the exam or tables will not be provided.
- The **QFI Quantitative Finance Exam** will be administered at Prometric test centers, but candidates will submit hand-written answers to select questions in a paper answer booklet to be provided and collected by Prometric and will enter answers electronically for other questions.

Please send any questions to customerservice@soa.org.