SOCIETY OF ACTUARIES

Exam Rules and Regulations/Instructions to Candidates
(only for Paper/Pencil exam versions at SOA Testing Locations)

Preliminary Exams P, FM, FAM, and SRM

C.B.T.(computer-based testing), Preliminary Exams and ALTAM, ASTAM, FSA, and EA - CBT Rules and Regulations
are located at https://www.soa.org/Education/Exam-Req/Exam-Day-Info/edu-cbt-add-rules.aspx

Exam Center locations are subject to change prior to the exam date.
Check exam home page for the current "Exam Center Locations" document.

The following instructions must be carefully read and observed in every detail.

1. **Acknowledgement Letter**/Ticket of Admission/Order Summary: Candidates should bring their Acknowledgement Letter/Ticket of Admission/Order Summary to the exam. Candidates who choose to use an electronic version of their Acknowledgement Letter are responsible for knowing their candidate number or having their candidate number on a separate piece of paper. Candidates should retain their candidate number(s) to check exam results. All candidates will be required to sign in and show identification upon entering the test center as follows: One current form of photo identification with your signature (e.g., driver's license, passport, school or work identification) or, in the absence of photo identification, two current forms of identification with signature, and at least one of these forms should have a physical description (height, weight, color of hair and eyes). Anyone unable to meet these requirements will NOT BE PERMITTED into the test center. **Digital ID's are not accepted at this time at any Prometric Testing Location or at any Paper/Pencil SOA Testing Location.** Only hard copy non-expired valid government issued ID is accepted. Supervisors have the authority to ban candidates with improper identification from writing. Candidates who have not registered for the exam will not be allowed to write. Walk-ins are NOT accepted.

2. **Exam Room Opens:** – The exam room will be open at least 30 minutes prior to the start of the exam to allow for check-in procedures. Exam centers with large attendance may require additional time to check-in candidates. Once check-in procedures and verbal instructions are completed the exam will begin. Candidates will be given the full amount of time to write the exam. **Please allow plenty of time in your schedule because exam times do not include check-in, reading of instructions, or the collection of exam materials at the conclusion of the exam.** No one will be admitted more than thirty minutes after a session begins. *Candidates are required to remain in the exam room for a minimum of two hours, or the duration of the exam.*

3. **Personal Belongings:** – Candidates must provide their own pens or pencils. For multiple-choice exams a #2 pencil or HB lead is recommended. Hats, caps, and earphones may not be worn during the exam (except for religious observance). Simple foam earplugs are allowed and must be checked in with the Supervisor upon entrance to the exam. The ability to hear all verbal instructions, including exam start and stop time is the responsibility of the candidate, regardless of the use of earplugs. The only materials you can have at your desk during the exam are writing instruments, approved calculators, and a regular, conventional watch. Any other personal items must be set-aside (out of candidates' view) prior to the exam start. **Covid-19 virus mitigation, candidate may bring a face mask and protective gloves into the exam room; this protective gear will be reviewed visually by Supervisors.**

4. **Electronics:** All electronic devices (including cell phones) are prohibited. All cell phones must be turned off and stowed away during the exam. If a cell phone is left on and rings during an exam, the Supervisor will be required to report the incident to the SOA. This may result in the exam being disqualified.

5. **Smoking:** – Smoking is prohibited in the exam room.

6. **Food and Drink:** – Only beverages are permitted in the examination room. For the consideration of other candidates, please do not bring beverages that may cause a disturbance. Consumption of any food is prohibited except for medical situations where the SOA has provided authorization.

7. **Absence:** – No additional time will be given to candidates who are absent for part of the exam, regardless of the reason for their absence.

8. **Candidate Number:** – Appears on the Acknowledgement Letter. The candidate number must be written on the scantron answer sheet and on the exam booklet along with your full name. Candidates should retain their candidate number(s) to check exam results.

9. **Calculators:** – only the following approved Texas Instrument calculator models may be used:

    BA-35   BA II Plus*   TI-30XIIS/B*
    BA II Plus Professional Edition*   TI-30XS/XB Multiview*
    TI-30Xa or TI-30XA, same model just different casing, both approved.

    *Upon entrance to the exam room, candidates must show the supervisor that the memory has been cleared. For the BA II Plus and the BA II Plus Professional Edition, clearing will reset the calculator to the factory default settings. Candidates are responsible for resetting their calculators. Calculator instructions cannot be brought into the exam room. Candidates may use and have on their desktop more than one of the approved calculators during the examination. The supervisor must check all calculators used during the exam. Candidates are encouraged to bring a spare approved calculator and additional batteries to the examination. Candidates who neglect to purchase an approved calculator or who forget to bring one to the test site must write the examination without one. Candidates using a calculator other than the approved models will have their exam disqualified. Candidates can purchase calculators at any office supply store or directly from Texas Instruments at http://epsstore.ti.com.

10. **Scratch Paper:** – Candidates are not allowed to bring scratch paper into the exam room. Blank paper is provided for scratch work in the exam book. For multiple-choice exams, left-handed candidates may request additional paper, if needed, from the supervisor. Scratch paper stays in the exam room after the exam is done and is collected by the supervisor.

11. **General Information Tables/Formula Documents/Distribution Tables:** – will be provided with the exam books for Exams P, FAM, and SRM.

12. **Meaning of Questions:** – Candidates may not consult the supervisor as to the meaning of any question.

13. **Sign your sheets:** – Candidates must sign their multiple-choice answer sheets/scantron sheets. Candidates who fail to do so will have their exams disqualified.

14. **Disciplinary action:** – Candidates must not give or receive assistance of any kind during the exam. Any cheating, any attempt to cheat, assisting others to cheat, or participating therein, or engaging in such improper conduct as listed below is a serious violation and will generally result in the Society of Actuaries disqualifying the candidate's paper, and such other disciplinary action as may be deemed appropriate. Examples of improper conduct:

- Gaining access to exam questions before the exam.
- Using an unauthorized calculator or other mechanical aid, which is not permitted.
- Looking in the exam book before the signal to begin is given.
- Marking/folding pages, brain dumping or otherwise writing on the exam book or answer sheet before the signal to begin is given.
- Making any changes, additions, deletions or otherwise marking, erasing, or writing on the exam book or scantron answer sheet after the time for the exam has expired.
- Having access to or consulting notes or books during the exam.
- Looking at or copying from another candidate's paper.
- Enabling another candidate to copy from one's paper.
- Talking or otherwise communicating with another candidate during the exam or during read through period.
- Disturbing other candidates during the exam.
- Consulting other people or resources outside the exam room during the exam.
- Copying questions or answers either on paper or with a calculator to take from the exam room.
- Taking an exam book or other exam materials from the exams room.
- Taking an exam for another candidate.
- Arranging to have another person take an exam for the candidate.
- Threatening or verbally abusing a supervisor or proctor responsible for curbing or reporting improper conduct.
- Unprofessional and/or unruly behavior towards any SOA staff, supervisors, proctors, or volunteers at any time.
- Disclosing the contents of an exam to any other person.
- Presenting false information on an exam application.
- Failing to remain in the exam room for a minimum of two hours, or the duration of the exam.
- Failing to follow other exam instructions.
- Accessing or using a communication device (PDA, cell phone, smart watches, and wearable fitness trackers) during the exam or while at the exam site.

The Education and Examination Committee of the Society of Actuaries will pursue any evidence that a candidate has cheated or failed to follow exam rules, either in letter or spirit. Any irregularity or suspected violation will be investigated. When a violation is confirmed, disciplinary actions may include, but are not limited to, disqualification of the candidate's exam paper and a prohibition against writing SOA exams for a specified period. These standards may seem stricter than those to which candidates are accustomed in other exam environments. The SOA maintains these strict standards because the exams are such a significant part of a candidate's career. Therefore, equitable administration of the exams and enforcement of the highest standards of conduct cannot be emphasized too strongly.

15. **Special Instructions for Multiple-Choice Exams:** Detailed instructions are on the covers of the multiple-choice exam books. All written computations must be made in the exam books. Left-handed candidates who are given extra paper for their calculations must turn the scratch paper in along with the exam books. Writing/folding pages, brain dumping, highlighting or the use of a calculator will not be permitted during the read-through time.
Note: All answers to multiple-choice questions must be marked on the separate scantron answer sheet during the allotted time. The supervisor will announce when 15 minutes and when 2 minutes are remaining for

paper and pencil versions of Exams P, FM, FAM, and SRM. Candidates may not leave the examination room from the time the 15-minute announcement is made until exam time has expired. It is the candidate's responsibility to complete the answer sheet within the proper exam time, regardless of whether or not the supervisor makes the time remaining announcement. No additional time will be allowed for coding your answers after time has been called. If a candidate marks any answers before or after time is called, the exam will be disqualified.

A candidate's score will be based on the number of questions answered correctly. No credit will be given for omitted answers, and no credit will be lost for wrong answers; therefore, a candidate should answer all questions, even if the candidate needs to guess. Before handing in their exam books and answer sheets, candidates should make sure they have correctly written and coded their candidate number and center number in the appropriate places.

16. **Released Exams:** – For exams that will be released, questions will be available on the SOA's website (www.soa.org) after the exam session.

17. **Defective Questions:** – Occasionally, through an error or a difference in interpretation, an exam question is found to be defective. Examples of defects might include typographical errors, ambiguities or questions relating to material that is no longer covered in the Course of Reading. Candidates who believe that a question is defective should send an email within two weeks of the date the exam was administered to Education@soa.org. This email should explain in detail why this question seems to be defective. The SOA's Education and Examination Committee will investigate all questions brought to its attention in this way, and may make allowances in the grading process, if appropriate. The committee cannot consider correspondence that does not reach the SOA office within two weeks after the exam administration.

Grade release: Exams P, FM, FAM, and SRM grade release dates vary by administration, check the website for exact details.
The finalized grade release dates along with a list of passing candidate numbers will be posted on the Exam Results webpage.

To locate your candidate number, Login to My SOA, from *www.soa.org,* go to Orders and Dues, locate the exam and your candidate number.

If you experience any difficulties, contact SOA Customer Service at +1-888-697-3900 or email *customerservice@soa.org*

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