

Long-Term Actuarial Mathematics (LTAM) Exam – Prometric Exam Center Information

When taking the LTAM exam at a Prometric center be sure you **have your candidate number available**.

- The Test Center Administrator will allow you to write your candidate number on your scratch paper or will write your number on the scratch paper for you, so you have the number available at your testing station.
- You must write your candidate number on the multiple-choice answer sheet as well as on each page that contains your answer to the written-answer portion.

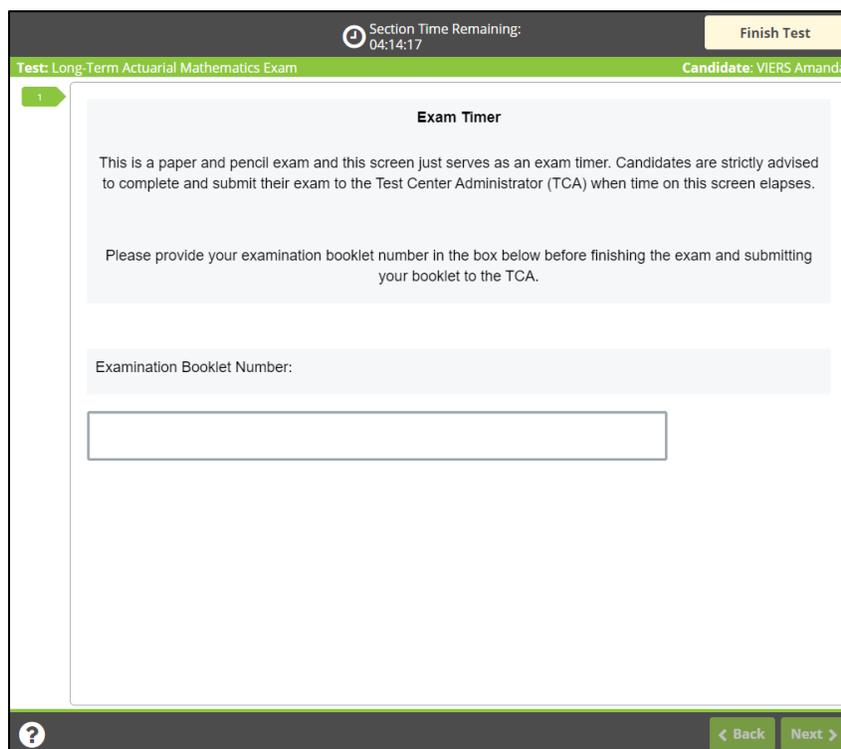
You will also need to **bring sharpened #2 wooden pencils** with you to the Prometric center.

- You may bring up to five pencils as they cannot be sharpened at the center.
- No mechanical pencils are permitted in the exam and no pencils will be provided at the center.
- If you need an additional writing instrument, a pen will be provided.

When you start your exam, you will be presented with a screen that indicates your name and the exam you are about to take.

- Verify that they are correct. If not, inform the Test Center Administrator.
- Next, you are presented with a Non-Disclosure Agreement that you must agree to. You must scroll through the agreement before being allowed to indicate agreement. You will then be taken to the tutorial.

After completing the tutorial, you will be taken to the examination screen. This screen will have a timer that will enable you to see how much time is remaining in your examination. See example below:

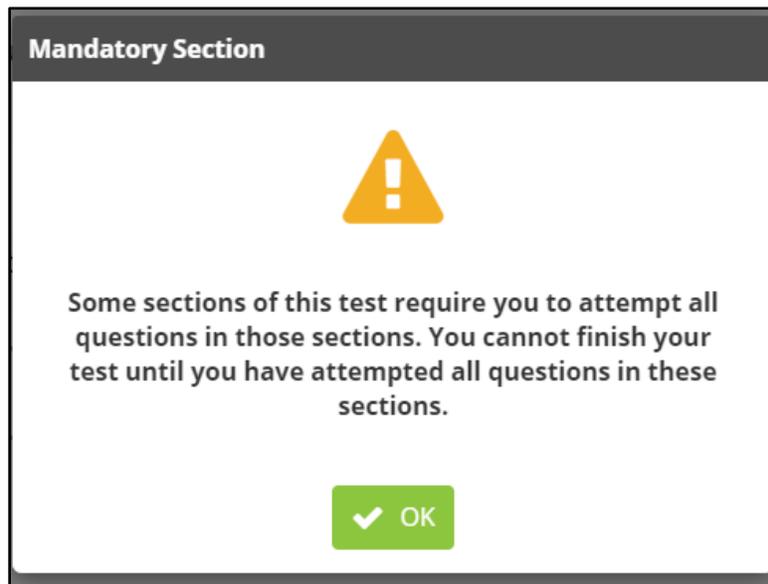


The screenshot shows the 'Exam Timer' screen. At the top, it displays 'Section Time Remaining: 04:14:17' and a 'Finish Test' button. Below this, the test name 'Test: Long-Term Actuarial Mathematics Exam' and the candidate name 'Candidate: VIERS Amanda' are shown. The main content area is titled 'Exam Timer' and contains the following text: 'This is a paper and pencil exam and this screen just serves as an exam timer. Candidates are strictly advised to complete and submit their exam to the Test Center Administrator (TCA) when time on this screen elapses.' Below this text is a prompt: 'Please provide your examination booklet number in the box below before finishing the exam and submitting your booklet to the TCA.' This is followed by a text input field labeled 'Examination Booklet Number:'. At the bottom of the screen, there is a question mark icon on the left and '< Back' and 'Next >' buttons on the right.

The timer at the top can be toggled between “Section Time Remaining” and “Total Test Time Remaining” by clicking on the timer. Because there is only one section for the LTAM exam, the time will be the same on each.

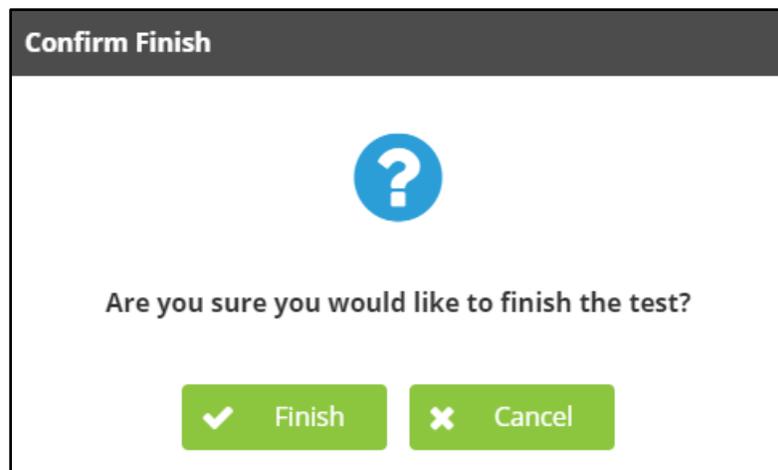
Clicking on the question mark in the lower left corner of the screen will bring up the tutorial at any time during the exam. You may review the tutorial; however, the timer keeps running while you do so.

Before you end your exam (by having time run out or clicking “Finish Test”) you must **enter your examination booklet number** in the box on the Exam Timer page. If you don’t, when the timer ends or if you end the exam early the following warning message will be given:

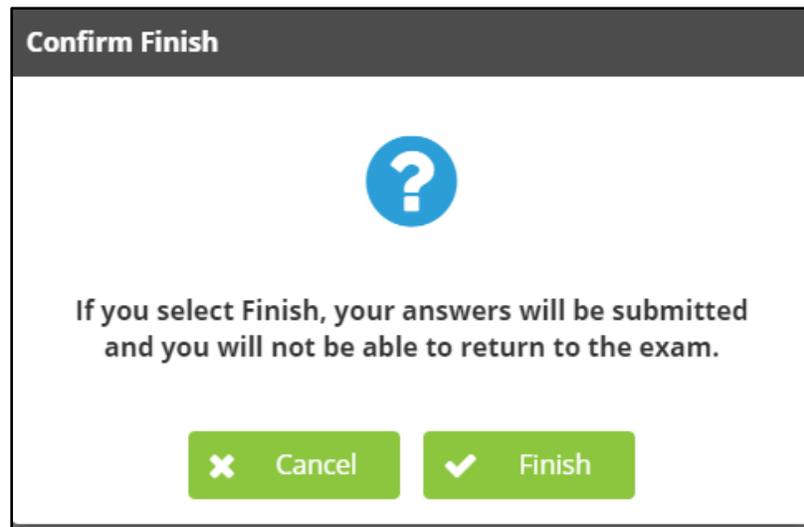


This wording indicates you have not entered your booklet number. Clicking “OK” will return you to the screen where you can enter your booklet number.

If you have entered your booklet number and finish the test early, you will get this message:



Click “Cancel” to return to the main screen, click “Finish” to proceed. In the latter case you will get one more chance to return to the main screen:



Clicking "Finish" will end your exam.

Note: Despite the message on your screen, your answers will not be submitted by selecting "Finish."

After clicking "Finish" or when time has expired, your final steps are to lay down your pencil/pen, turn over your answer sheet and written-answer pages on your desk, raise your hand, and wait for the Prometric administrator to come and retrieve them.