



Canadian Institute of Actuaries



Casualty Actuarial Society



Society of Actuaries

Probability Exam (Exam P/1) September 2005 Computer-Based Testing Administration

Benefits of CBT

The CAS, CIA, and SOA are pleased to offer Exam P/1 as a computer-based test (CBT) starting in September 2005. This will give candidates more frequent opportunities to take Exam P/1 within a standardized environment. It is anticipated that after the first few administrations, grades will be available upon completion of the computer-based test. There will be one CBT administration in 2005 and four CBT administrations in 2006, with the frequency possibly being increased in subsequent years.

Exam Dates

- **In Canada and the United States**, computer-based testing for Exam P/1 will be held in a three-day period: September 26-28, 2005.
- **In all other countries** the test date will be September 26, 2005.
- **In the small number of areas without access to CBT**, candidates will take an Internet-based test that will be held on September 26, 2005.

Registration Deadline

Grades from the Spring 2005 administration are scheduled to be released on July 8, 2005. The registration deadline for the September administration for Exam P/1 will be July 22, 2005. Candidates who wait until Spring grades are released must send their registrations by courier to reach Preliminary Actuarial Examinations (SOA office) by Friday, July 22, 2005.

Exam Fee

The exam fee for the September 2005 administration of Exam P/1 is \$175. The fee incorporates the additional expenses associated with the expanded development and the computer delivery process in a network of professional test centers.

Test Centers

Thomson Prometric, which operates an international network of testing centers, will host the CBT administration of Exam P/1. Thomson Prometric offers high-quality test site environments and experiences for candidates. The professional test center staff will verify your identity and assist in the sign-in and on-time seating process. The centers are secure and provide an environment that is clean, temperature controlled, and quiet. To view a test center, go to <http://www.prometric.com/Sites/TestCenterTour.htm>.

Practicing for the Exam

In May, an online practice module will be linked from the CAS, CIA, and SOA Web Sites.

Refund Policy

Any candidate who submits an application for Exam P/1 and subsequently decides not to take the examination may receive a refund (less the \$60 administrative fee) only by doing ***both*** of the following:

- Cancel the appointment by noon of the third business day (includes Saturdays) before the test appointment. For example, to cancel an examination for Tuesday, a candidate must notify the test center by noon on the Friday before the Tuesday appointment.
- Submit a refund request by e-mail (CBTrefund@soa.org) to Preliminary Actuarial Examinations by noon of the third business day before the test appointment. Examination fee refunds will be issued following the testing administration.

Any refund request submitted later than noon of the third business day before the test appointment will *not* be considered.

Registration: Easy as 1, 2, 3

1. Send Application to Preliminary Actuarial Exams

A candidate submits an application form with payment to Preliminary Actuarial Exams in the traditional manner. All applications must reach Preliminary Actuarial Exams at the SOA office prior to July 22, 2005. A candidate with a formally diagnosed disability who needs special testing arrangements must submit a written request and documentation with the application. Requests for special arrangements and supporting documentation must be submitted, at the applicant's expense, no later than July 22, 2005.

2. Receive and Verify Your Authorization To Test (ATT)

Approximately five weeks prior to the exam, all registered candidates will be mailed an "Authorization to Test" (ATT) form. Candidate must confirm that the information on their ATT is correct. If there are inaccuracies on the ATT, candidates should contact Thomson Prometric as soon as possible (details will be provided with the ATT).

Candidates will need the ATT to schedule an appointment to take Exam P/1.

Candidates also will need to take the ATT to the test center on the day of the exam.

Candidates without an ATT will not be admitted to the exam.

The ATT contains the candidate's test authorization number, candidate number, dates when the candidate may schedule the exam, and an expiration date. The examination must be scheduled on the date(s) listed on the ATT. After August 29, 2005, call 609.720.6500 to report a lost ATT.

3. Make an Appointment at the CBT Center

To increase the likelihood of testing at the candidate's center of choice, each candidate should schedule an appointment (online or by phone) upon receiving the ATT. A list of CBT centers will be available on the Thomson Prometric Web Site and linked from the CAS, CIA, and SOA Web Sites.

Schedule Online

- After receiving their ATT, candidates may schedule their test appointments on the Internet by going to: www.2test.com. The system allows candidates access to real-time scheduling 24 hours a day, 7 days a week. Canadian and U.S. candidates are able to select their preferred testing date. All candidates are able to select their preferred location, receive immediate on-screen confirmation, and a follow-up e-mail confirmation of their appointment details.

- For “Testing Program,” select “CAS/CIA/SOA Exams.” The opening page for scheduling your appointment will appear. Continue by following the instructions.
- Candidates requiring special needs accommodations may not make an appointment on the Internet. Please call the Special Accommodations Department at Thomson Prometric to schedule your examination.

☐ Schedule by Telephone

- After receiving their ATT, candidates may schedule their test appointments by calling Thomson Prometric’s Candidate Services Contact Center (CSCC). All telephone numbers will be provided when the ATTs are mailed.
- Candidates requiring Special Needs Accommodations should call the Special Accommodations Department at Thomson Prometric to schedule their test appointments.

Procedures for Changing or Canceling a Test Appointment

To reschedule or cancel an appointment, candidates must do the following by noon of the third business day before the appointment (for example, to cancel an examination for Tuesday, you must notify the test center and Preliminary Actuarial Exams by noon on the Friday before the Tuesday appointment):

- Call the test center where you are scheduled to take the exam. Notification must be left directly with the administrator at the test center. Do NOT leave a message on the answering machine—this does *not* constitute official notification.
- Notify Preliminary Actuarial Exams at the SOA Office (CBTchange@soa.org).
- Special needs candidates must call the Special Conditions Coordinator to reschedule or cancel.

A cancellation does not automatically ensure a refund. You must both cancel the appointment by noon of the third business day before the appointment *and* you must request a refund from Preliminary Actuarial Exams within the same time frame. (See refund policy above.) If a candidate fails to arrive for a scheduled appointment or cancels without giving the required notice as described above, no refund will be given.

Identification Requirements

- You should always use the same form of your names. Do not change the spelling and do not change the order of your name. If you use an initial or middle name, be sure to include that as well.
- If you need to contact Thomson Prometric for any assistance, use the same form of your name that is on your Exam P/1 application form.
- When you arrive at the test center, you will be required to present your ATT and identification with a signature and a photograph (e.g., driver’s license or other government-issued identification, passport, school or work ID, etc.). If a photo ID is not available, you may present two forms of identification with a signature, with at least one form containing a physical description (height, weight, hair color, eye color, etc.). Each candidate will be required to sign in at the test center. A candidate who does not present the required identification and ATT or who refuses or is unable to provide a matching signature will not be permitted to take the examination.
- Acceptable forms of *primary* identification (which must include your signature and photograph) are: current (valid) driver’s license, employee identification card, state identification card, a current (valid) passport, or other government-issued identification. Secondary forms of identification must include your signature. Acceptable forms of

secondary identification include valid military identification card, citizenship card, or current (valid) driver's license without a photo, or other government-issued identification.

Security

Because of the importance of this actuarial exam, numerous security measures will be enforced during the test administrations. Strict candidate identification requirements have been established. Candidates will be observed at all times while taking the examination. This observation will include direct observation by test center staff as well as video and audio monitoring of the examination session.

Exam Day

The staff at each Thomson Prometric Testing Center follows designated procedures to ensure that the operation of the test center meets the CAS/CIA/SOA criteria for standardized testing. Plan to arrive at the Prometric Testing Center at least 30 minutes before your scheduled testing time. If you arrive 30 minutes after your scheduled appointment, you may be required to forfeit your appointment. If you forfeit your appointment, you will be required to register again. Waiting areas at the Prometric Testing Centers are small. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or contact you while you are taking the examination.

The following activities will occur when you arrive at the Prometric Testing Centers for your appointment:

1. You must present your ATT, your *photo-bearing* identification that includes your signature or two secondary forms of identification with your signature and physical description as described in "Identification Requirements" above. Your ATT will be collected at the Thomson Prometric Testing Centers.
2. You will be asked to sign in at the center. Your signature will be compared to the identification that you present. You will be asked to sign your name every time you enter or leave the testing area within the center.
3. You will be required to leave your personal belongings outside the testing room except your two forms of identification. Secure storage will be provided. You must keep your two forms of identification with you at all times. If you leave the testing room for any reason, you will be required to show the test administrator your identification to be readmitted to the room. Storage space is small, so candidates should plan appropriately. Do not take large bags, textbooks, notebooks, or any other unnecessary items to the test center. Thomson Prometric Testing Centers assume no responsibility for candidates' personal belongings.
4. Authorized electronic calculators will be allowed in the test room. Only the calculators listed below may be brought into the test room. Candidates may use the battery- or solar-powered models of the following Texas Instruments calculators: BA-35 (the official CAS/SOA calculator), BA II Plus, BA II Plus Professional, TI-30X, TI-30Xa, or TI-30X II (IIS solar or IIB battery). The CAS/SOA logos are not required on the calculator. Candidates may use more than one of the approved calculators during the examination. For those using the BA II Plus, BA II Plus Professional, or TI-30X II (IIS solar or IIB battery) models, candidates will be required to show test proctors that the memory has been cleared prior to the start of the examination. For the BA II Plus and BA II Plus Professional, clearing will reset the calculator to the factory default settings. Calculator instructions cannot be brought into the examination room. During the examination, the calculator must be removed from its carrying case so the proctor can confirm it is an approved model. **Any unauthorized calculator brought to the test center will be confiscated for the duration of the examination. Candidates using a calculator other than the approved models will be subject to examination disqualification and other disciplinary action.**

5. The test administrator will give you a short orientation and will then escort you to a computer terminal. You must remain in your seat during the examination, except when authorized to leave by a proctor.
6. At the beginning of the exam, you will be required to agree to the terms and conditions of the Confidentiality and Conduct Agreement.
7. The test administrator will provide you with a packet of scratch paper that may be replaced as needed during testing. You may not take your own scratch paper or pencil to the examination, nor may you remove the scratch paper from the testing room during breaks. Scratch paper must be given to the test administrator upon completion of your test. Removing scratch paper from the test center is considered an act of misconduct.
8. Raise your hand to notify the test administrator if you:
 - believe you have a problem with your computer
 - need more scratch paper (which must be returned to the test administrator)
 - need to take a break
 - need assistance for any reason
9. Disposable earplugs will be available from the administrator.
10. The computerized clock that times your specific exam will continue to run and will not be turned off for unplanned, unscheduled breaks. If there is a power outage, the time will stop counting down. The test will resume at the point where it left off when power is restored.
11. After your examination is finished, you will be asked to complete a brief, computer-delivered questionnaire about your testing experience.
12. If you have any additional comments about your testing experience, you are encouraged to send your comments directly to Thomson Prometric, 664 Rosedale Road, Princeton, New Jersey 08540.
13. Dress comfortably for the exam. As test room temperatures and personal comfort zones vary, it is recommended that you bring a sweater or jacket to the sessions.

PLEASE NOTE: On rare occasions, technical problems and weather emergencies may require rescheduling of a candidate's examination. If delays are extended more than 30 minutes past a scheduled appointment, the candidate will be offered the opportunity to reschedule without cost.

Confidentiality and Conduct Agreement

The contents of Actuarial Exams sponsored by the Canadian Institute of Actuaries, Casualty Actuarial Society, and the Society of Actuaries are copyrighted, proprietary, and confidential. Disclosure or reproduction of any portion of an Actuarial Exam to any individual or entity for any purpose whatsoever is prohibited. Such activity will result in the invalidation of test scores and may result in civil and/or criminal prosecution.

You can be disqualified from taking or continuing to sit for an examination, or from receiving examination results, or your exam may be disqualified if there is substantial reason to believe through proctor observations, statistical analysis, and/or other evidence that your score may not be valid or that you were engaged in collaborative, disruptive, or other unacceptable behavior during the administration of this examination.

Test Center Regulations

To ensure that all candidates' results are earned under comparable conditions and represent fair and accurate measurement, it is necessary to maintain a standardized testing environment. Upon arrival, candidates will sign-in and provide identification as stated above. Small lockers will be available to place purses, briefcases, etc. There will also be a coat rack available. After the initial

process had been completed, the candidate will be taken into the test room. The following regulations are strictly enforced. No papers, books, cell/mobile telephones, handheld connectivity devices, food, or purses are allowed in the testing room. No eating, drinking, or use of tobacco is allowed in the testing room.

Grounds for Dismissal

A candidate who is believed to be engaging in misconduct and does not heed the administrator's warning to discontinue the behavior may be dismissed from the test center. The CAS/CIA/SOA may choose to have the test scores of such candidates canceled. Behaviors considered to be misconduct are listed, but not limited to, those described in the next section, CBT Examination Discipline.

CBT Examination Discipline

Any candidate who does not have positive identification, who uses unauthorized aids, or who does not follow the testing procedures can be dismissed from the test center. Candidates must not give or receive assistance of any kind during the examination. Any cheating, attempt to cheat, assisting others to cheat, participating therein, or engaging in such improper conduct as listed below is a serious violation and will result in the CIA/CAS/SOA disqualifying the candidate's exam and other disciplinary action as may be deemed appropriate. Candidates have agreed in their applications for the examination to be bound by the rules and regulations governing the examinations. After being logged into the computer, a prompt will require the candidates to agree to the rules before proceeding to the exam itself.

Examples of improper conduct include but are not limited to:

1. Gaining access to test questions before the examination or aiding someone else to do so.
2. Using an unauthorized calculator (as defined above) or other mechanical aid that is not permitted.
3. Having access to or consulting notes or books during the examination.
4. Talking or otherwise communicating with another candidate during the examination.
5. Disturbing other candidates during the examination.
6. Consulting other persons outside the examination room during the examination.
7. Removing or attempting to remove test questions and/or responses (in any format) or notes about the examination from the testing area.
8. Taking unauthorized material from the test room.
9. Taking an examination for another candidate.
10. Arranging to have another person take an examination for the candidate.
11. Threatening or physically or verbally abusing a supervisor or proctor responsible for curbing or reporting improper conduct.
12. Disclosing the contents of an examination to any other person.
13. Presenting false information on an examination application.
14. Failing to follow other examination instructions.
15. Tampering with the operation of the computer or attempting to use it for any function other than taking the examination.

The Examination Committee, or its designee, will investigate any irregularity or suspected violation of the rules involving the examination process, and a determination will be made regarding the matter. Where there is a determination to invoke a penalty, the candidate is advised by letter.

Candidates taking actuarial exams are expected to follow the rules and procedures included in the "Exam P/1 Study Note" as well as announcements made by the proctors at the test centers. All candidates, on their applications for examinations, are required to read and sign the following

statement: “I have read the rules and regulations concerning the examination(s) for which I am applying and agree to be bound by them. I also agree that the results of any examination(s) which I take, and any action taken as a result of my conduct may, at the sole discretion of the Canadian Institute of Actuaries, Casualty Actuarial Society, or the Society of Actuaries, be disclosed to any other bona fide actuarial organization that has a legitimate interest in such results and/or actions.”

Disciplinary rules are published in the *CAS Syllabus of Basic Education* and the *SOA Basic Education Catalog*.

The Exam

The CBT version of Exam P/1 will consist of 30 multiple-choice questions. Each multiple-choice problem includes five answer choices identified by the letters A, B, C, D, and E, only one of which is correct. Candidates must indicate responses to each question on the computer. No guessing adjustment is made to candidates' scores. Therefore, candidates will maximize their scores on this exam by answering every question. Candidates will be given three hours to complete the exam. At the end of three hours, the candidate may no longer respond to the questions.

Grades

September 2005 Exam P/1 grades will be mailed to candidates approximately six weeks after the exam administration.

/11 April 2005/

Fall 2005 Application Preliminary Actuarial Exams Exam P/1 by Computer-Based Testing

>>> Registration Deadline: 22 July 2005 <<<



Canadian
Institute of Actuaries



Casualty
Actuarial Society



Society
of Actuaries

Details for completing this application are on the reverse side.
Please **PRINT** all information.

For Office Use Only:
CAND NO.

ID NO.

Name If a **different name** was used on a previous application, print it here:

Last Name/Family Name

First Name

Middle Name

Suffix

Date of Birth

Month – Day – Year

Work Specialty

I work in the property/casualty field:
 Yes No

Mailing Address for Authorization To Test and grade results

Organization Name (only if a company address)

Street or P.O. Box

City

State/Province

Zip/Postal Code

Country

Business Telephone

Home Telephone

E-Mail

School

Print school name if currently enrolled

School Code Number

Undergraduate
 Graduate

Expected Year of Graduation

Employer Information

Organization Name (only if a company address)

No, I do not wish my name to appear on the Unemployed Candidates List
 Yes, I work in the property/casualty field
 No, I do not work in the property/casualty field

Street or P.O. Box

City

State/Province

Zip/Postal Code

Country

Exam

Exam P/1 in Canada or U.S. offered by CBT in the exam window of **26-28 September 2005** (Fee \$175)
 Exam P/1 in countries outside Canada or U.S. offered by CBT on **26 September 2005** (Fee \$175)

(00-220010-00000-101)

Signature (Required)

"I have read the rules and regulations concerning the examination(s) for which I am applying and agree to be bound by them. I also agree that the results of any examination(s) which I take, and any action taken as a result of my conduct (such as irregularity, violation or cheating, and any hearings thereon) may, at the sole discretion of the CAS or SOA, be disclosed to any other bona fide actuarial organization that has a legitimate interest in such results and/or actions."

Signature: _____

Payment

Method of Payment (Indicate One): Personal Check/Money Order Company Check Credit Card

Amount Enclosed:

If paying by credit card, please indicate the card: American Express MasterCard Visa

Account Number: _____

Expiration Date: _____ Cardholder's Name _____

Cardholder's Signature (Required): _____

Mail check or money order with application to:
Preliminary Actuarial Examinations
P.O. Box 95600
Chicago, IL 60694-5600

Mail application with credit card payments to:
Preliminary Actuarial Examinations
c/o Society of Actuaries, Exam Dept.
475 N. Martingale Road, Suite 600
Schaumburg, IL 60173

Instructions for Completing Application for Computer-Based Testing for Preliminary Actuarial Exam P/1

Please PRINT all information.

Please allow **TEN WORKING DAYS** for the application to arrive; otherwise, the use of an overnight courier is strongly recommended. Postmark dates will NOT be considered. Applications received after the deadline will NOT be accepted. Late applications will be returned to the candidate with a full refund. When using an overnight courier, send application directly to the SOA street address (see directions for credit card payments) as a courier will not deliver to a post office box.

CANDIDATE NAME and PREFERRED ADDRESS

- Indicate if you have registered previously for an exam with the SOA by checking yes or no.
- If you used a different name on your last application (e.g., a maiden name), print that name in the space provided.
- Print your full name (include middle name), your date of birth, address, daytime telephone number, and e-mail address. All correspondence will be sent to your preferred address.

SCHOOL INFORMATION

- Please refer to the college/university code list. If you are currently enrolled in a college or university program, print your school name and code number in the spaces provided. If your college/university is not listed, please print your school name and leave the code number blank.
- Indicate your student status and the year in which you expect to graduate.

EMPLOYER INFORMATION

- For all candidates taking Exam P/1, a list of passing candidates, unemployed at the time of this application, is distributed to prospective employers after the examination results are announced. Check the box if you do **not** wish your name to appear on this list.
- If you are employed in an actuarial position full-time, print the full name and address of your employer.
- Indicate if you work in the property/casualty field by checking either Yes or No.

EXAMINATION SCHEDULE

- Register for the exam by placing a check mark (✓) in front of the desired course.

TEST CENTER INFORMATION AND AUTHORIZATION TO TEST (ATT)

- After your registration has been processed, you will be mailed an Authorization To Test (ATT). At that time, you should make an appointment at the computer-based testing center. Details will be provided at that time.
- You must bring your ATT to the test center. Candidates will not be admitted to the exam without the ATT.

EXAMINATION FEES

- The exam fee is **\$175** and may be paid by check, money order, or credit card (American Express, MasterCard, or Visa). Checks should be made payable to **Preliminary Actuarial Exams**. Applications should be sent to the appropriate address listed on the front of this application. Fees must be in U.S. funds or equivalent. Exam results are not released until the account is paid in full. **NOTE:** The amount billed to an individual's credit card will be automatically adjusted for persons who miscalculate the amount due. **Fees are not transferable from one session to another.**
- A **\$20** fee will be assessed on any checks returned due to insufficient funds.
- **Refund Request:** A \$60 administrative fee will be assessed to all refunds. Any candidate who submits an application for Exam P/1 and subsequently decides not to write the examination may receive a refund (less the \$60 administrative fee) only if he or she does both of the following:
 - Cancel the appointment by noon of the third business day (includes Saturdays) before the exam appointment. For example, to cancel an examination for Tuesday, a candidate must notify the test center by noon on the Friday before the Tuesday appointment.
 - Submit a refund request by e-mail (CBTrefund@soa.org) to Preliminary Actuarial Examinations by noon of the third business day before the exam appointment.

Examination fee refunds will be issued following the testing window. Any refund request submitted later than noon of the third business day before the exam appointment will not be considered.

ORIGINAL SIGNATURE

- In order for this application to be valid, your **original** signature must appear on the front of this application. A photocopy or facsimile of your signature is **not** acceptable.

CHANGE OF ADDRESS

- Report any change of address to the Exam Department promptly to ensure that you receive your Authorization To Test, grades, and other important mailings (fax: 847.706.3599; telephone: 847.706.3583; e-mail: exams@soa.org).

SPECIAL NEEDS

- Candidates with special needs must submit a written request with their application that details the requested accommodation. Documentation of the disability and the need for special arrangements are required. Documentation is requested as early as possible but must be submitted prior to the registration deadline.

Retain your candidate number to access results on the SOA hotline or the CAS and SOA Web Sites.