
EXAMINATION RULES

A. Registration

Administration of Examinations

The CAS basic education structure has three Validation by Educational Experience (VEE) requirements, nine examinations, and the Course on Professionalism. Exams 1/P, 2/FM, 3F/MFE, and 4/C are jointly administered by the CAS and the Society of Actuaries (SOA) through Preliminary Actuarial Examinations. Exams 3L and 5-9 and the Course on Professionalism are exclusively administered by the CAS. The Canadian Institute of Actuaries (CIA) cosponsors all the examinations except Exam 7-United States.

Filing of Applications and Deadlines

All candidates filing for an examination(s) must submit a signed application for each examination period. Both online registration and application forms are linked from the “Exam Registration and Online Store” section of this *Syllabus*. Payment must accompany each application to be valid. ***Applications must be received by the registration deadlines*** stated in the “Examination Schedule” of this *Syllabus* (see pages 5-7). Please allow at least 10 working days for your mailed application to reach its destination. Whether payment is made by personal or company check, **it is the candidate’s responsibility to ensure that the application and fee are received by the stated deadline. Exceptions will not be made.** Send applications as follows:

Jointly Administered Exams 1, 2, 3F, and 4

Exams 1/P, 2/FM, 3F/MFE, and 4/C are administered by Preliminary Actuarial Examinations for the CAS, CIA, and SOA. Candidates must submit a signed application for each examination session or register online. Fees should be remitted in U.S. funds (or equivalent) by check, money order, or credit card (American Express, MasterCard, or Visa). Please note that payment in Canadian currency may slightly delay the processing of the application.

For the joint exams, the candidate’s letter of admission is also a tax receipt and should be retained after the examination if needed for tax purposes. Applications and online registration are linked from the “Exam Registration and Online Store” section. Applications must be received by the published deadlines.

Mail application with check or money order to:

Preliminary Actuarial Examinations/SOA
P.O. Box 95600
Chicago, IL 60694-5600

Send application with credit card payment and all overnight deliveries to:

SOA/Preliminary Actuarial Examinations
475 N. Martingale Road, Suite 600
Schaumburg, IL 60173

Exams 3L, and 5-9

Candidates may submit examination registrations for Exams 3L, and 5-9 by mail or online. Applications must be received by the published deadlines. Candidates submitting a hard copy of their registration should mail them as follows:

Mail application with check or money order in U.S. funds or Canadian equivalent (payable to “Casualty Actuarial Society”) to:

Casualty Actuarial Society
P.O. Box 425
Merrifield, VA 22116-0425

Send application with credit card payment (Visa, MasterCard, or American Express) and all overnight deliveries to:

Casualty Actuarial Society
4350 N. Fairfax Drive, Suite 250
Arlington, Virginia 22203

Candidates submitting their registrations online for Exams 3L and 5-9 must pay by credit card. All credit card payments will be processed in U.S. funds. Prior to completing an online application, candidates must submit an Electronic Signature Authorization Form (ESAF). By signing the ESAF, candidates agree to be bound by the rules and regulations related to the examinations. It will also provide a signature of record for comparison to signatures on the individual examination envelopes. The ESAF is available in the “Exam Registration and Online Store” section. Unless the candidate has a name change, the ESAF only needs to be submitted once. Candidates should allow three weeks for their ESAF to be processed. Candidates who intend to register online should submit their ESAFs by the end of February for May Exams and by the end of August for October Exams.

Candidates will be sent an acknowledgment of receipt of their application within three weeks of the date that the application form was received at the CAS Office beginning February 1 for May Examinations and August 1 for October Examinations. This acknowledgment is the candidate’s receipt of exam fees paid. Please retain this acknowledgment for tax purposes if needed. Candidates that have not received an acknowledgment prior to the registration deadline should contact the CAS Office or their accounting department to ensure that their applications reached the CAS Office.

Name

Candidates must use their legal name on all examination registration materials and when corresponding with the CAS. Any change in name must be accompanied by acceptable documentation.

Fees

Examination fees must be paid each time a candidate registers for an exam. Payment options are described in a previous section, “Filing of Applications.” A \$20 surcharge will be assessed for all returned checks. The charts below show the examination fee schedules for 2010 at the time of publication. All fees are listed in U.S. dollars and are subject to change. Other fees that may apply include fees for change of center, refund, and/or a special exam center.

2010 Examination Fees

	Candidates	Full-Time Students
Exam 1/P (CBT)	\$200	\$200
Exam 2/FM (CBT)	\$200	\$200
Exam 3F/MFE	\$200	\$160
Exam 3L	\$325	\$260
Exam 4/C	\$375	\$300
Exams 5, 6, 7, 8, and 9	\$575	\$460

Other Fees

Refund	\$100
Change of Exam Center	\$60
Special Exam Center	\$60
CBT Rescheduling Fee between 30 days and 49 hours of appointment (paid directly to Prometric)	\$35

Computer-Based Testing (Exams 1, 2, and 4)

Exams 1/P, 2/FM, and 3F/MFE are offered by computer-based testing (CBT). CBT provides candidates more frequent opportunities to take an exam within a standardized environment. Because there are distinctive processes and procedures for CBT exams, additional information is available in the “Computer-Based Testing Rules and Procedures” Web page. The rules and procedures provided on the CBT Web page are part of the CAS examination rules.

Exam 1 Fee Reimbursement Program in the U.S.

The Joint CAS/SOA Committee on a Diversity Recruiting sponsors a program to reimburse qualified minority candidates for their Exam 1/P fee if they pass the exam on their first or second attempt. Eligible candidates are members of specified groups that are underrepresented in the actuarial profession in the United States, including African-Americans, Hispanics, and Native North Americans who are sitting for

actuarial exams. The Exam 1/P reimbursement application is available in the “Diversity Programs” section of the actuarial career Web site at www.BeAnActuary.org.

Fee Discount Program in Qualified Countries

The CAS and SOA sponsor a program to provide financial relief to candidates of qualified countries. Eligible candidates must be current full-time residents of a qualified country and verify that they are personally paying for exam fees and study materials without assistance from employers or other entities. Candidates must write their exams in a qualified country. Information, including a list of qualified countries and the application, is available in the “Admissions/Exams” section of the CAS Web Site.

Examination Centers

CAS examination centers are listed in the “Exam Registration and Online Store” section. Centers are determined by the number of candidates near a center and the availability of proctors. Special examination centers may be arranged at the discretion of the CAS or Preliminary Actuarial Examinations if the request is received by the registration deadline. The additional fee for a special center is \$60. Candidates will be sent the exact location of their examination center at least three weeks before the examination.

Letter of Admission (Only for Exam 3F and the Paper-and-Pencil Versions of Exams 1, 2, and 4)

For Exam 3F/MFE, as well as the paper-and-pencil administrations of Exams 1/P, 2/FM, and 4/C, candidates will be sent an automated letter of admission upon completion of their registration. The letter of admission indicates the exam for which the candidate is registered and contains the candidate number as well as the exam center name and number. **This letter of admission must be brought to the examination center.** A candidate may reprint his or her ticket of admission/acknowledgement letter at any time by going to <http://www.soa.org/education/exam-req/exam-day-info/edu-letter-admin.aspx> and clicking on “Get your acknowledgement letter/ticket of admission.” Candidates should retain this letter as a receipt if needed for tax purposes.

Change of Center

Details for changing a CBT center are provided in the “Computer-Based Testing Rules and Procedures” section. For all other exams, any registered candidate who requests a change in examination center must pay a change-of-center fee. No requests will be accepted after the registration deadline. If a request for a change of center occurs, every effort will be made to have the candidate’s records and supplies on hand at the appropriate center in time for the examination. If this effort fails, however, the administering organizations are not responsible. If either a candidate’s registration and fees, or request for change of center are received so late that it is not feasible to arrange for the candidate to write the examination, the fees will be refunded in full. The administering organizations are not responsible for difficulties caused by postal service delays or inadequate postage.

Languages Other Than English

Exams 1, 2, 3F, and 4

Examination questions and instructions will be printed, and examinations administered, in English except in Canada where the examinations will be printed in both French and English.

Exams 3L and 5-9

Exam questions and instructions will be printed, and exams administered, exclusively in English. Candidates must submit written responses in English; non-English responses will not be graded with the following exception: Should a candidate for an exam jointly sponsored by the Canadian Institute of Actuaries wish to respond to any or all of the essay questions in French, advanced notice must be provided

to the CAS Office when applying to write the exam. Provided such advanced notice was received and a suitable translator is available from the Canadian Institute of Actuaries, responses submitted in French will be translated into English by qualified translators and graded exclusively in translation. All translations will be literal translations from French to English. If advanced notice has not been provided, non-English responses will not be graded. If a suitable translator cannot be engaged before the date of the exam, the candidate will be notified. The CAS cannot guarantee the accuracy of any translation. Appeals based upon errors in translation of candidates' responses will not be considered. Grade reports for exams requiring translation may be delayed.

Special Arrangements for Candidates with a Disability

A candidate with a formally diagnosed disability who needs special testing arrangements must submit a written request to Preliminary Actuarial Examinations/SOA (for Exams 1/P, 2/FM, 3F/MFE, and 4/C) or the CAS (for Exams 3L and 5-9) for each examination the candidate intends to write. Documentation of the disability (e.g., physician's statement, diagnostic test results), as well as the need for special arrangements, are required of each candidate. Previous accommodations given to the candidate in an educational program or work setting may be considered. Requests for special arrangements and supporting documentation must be submitted at the applicant's expense at least two weeks before the registration deadline.

Refunds

Exams Administered by Computer-Based Testing

Any candidate who submits an application for an exam administered by CBT and subsequently decides not to take the examination may receive a refund (less the \$100 refund fee) only by doing **both** of the following:

- Cancel the appointment by noon of the second business day before the appointment at the test center as described in the "Computer-Based Testing Rules and Procedures" section.
- Submit a refund request by the refund deadline to Preliminary Actuarial Examinations at the SOA Office by e-mail (cbtrefund@soa.org). The request must be received by the refund deadline stated in the "Examination Schedule" of this *Syllabus* (see pages 5-7).

Examination fee refunds will be issued following the testing administration.

Paper-and-Pencil Versions of Exams 1, 2, 3F, and 4

Any candidate who submits an application for the paper-and-pencil administration of Exams 1/P, 2/FM, 3F/MFE, or 4/C and subsequently does not write the examination should submit a written request for an examination fee refund. This request must be received by Preliminary Actuarial Examinations/SOA by the refund deadline stated in the "Examination Schedule" of this *Syllabus* (see pages 5-7). Refund requests may be sent via e-mail to refund@soa.org or by fax to (847) 706-3599. Late requests will not be considered. A \$100 administrative fee per examination is assessed on all refunds. Examination fees for Exams 1/P, 2/FM, 3F/MFE, and 4/C are only refundable from Preliminary Actuarial Examinations/SOA. Change-of-center fees, special center fees, and CBT rescheduling fees will not be refunded in any case. Fees cannot be transferred from one exam session to another. Examination fee refunds will be issued following the testing administration.

Exams 3L and 5-9

Any candidate who submits an application for Exams 3L or 5-9 and subsequently does not write the examination should submit a written request for an examination fee refund. This request must reach the CAS Office by the refund deadline stated in the "Examination Schedule" of this *Syllabus* (see pages 5-7). Refund requests may be sent via e-mail to refund@casact.org or by fax to (703) 276-3108. Late requests will not be considered. A \$100 administrative fee per examination will be assessed on all

refunds. Change-of-center fees, special center fees, and other additional fees will not be refunded in any case. Refunds will be issued one month after the refund deadline. Refunds are issued in the manner that fees were paid (i.e., by credit to a bank card or by check to an individual or company). Fees cannot be transferred from one exam session to another.