



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

Mitigating Circumstance Policy and Procedure

Introduction

Institute of Actuaries of India aims to provide a transparent and impartial way to pursue growth in qualification.

This policy is applicable to all the candidate who appears for IAI examination, with intend to provide formal means to apply for mitigation circumstances to be taken into account in relation to examination performance.

Criteria to Apply

Time Relevance

Candidate must prove that the circumstances like unexpected severe illness, incident/emergency, death of family member has occurred on the day of examination or the week leading up to it.

Beyond the control of Candidate

Candidate must prove that they could not have done anything to prevent the circumstance arising, that it was unforeseen and inevitable.

Effect on Examination

Candidate must prove that they had a significant impact on the performance during the examination with proper evidence.

Procedure to Submit the Application

Candidate must submit the scan copy of '**Mitigating Circumstances Application Form**' as provided in "**Annexure A**" along with the documents within 2 days of the examination via email to Ms. Gauri Jamwal at jamwal@actuariesindia.org and the application form along with hard copy documents in original should reach the Institute within 20 days from the date of examination. Candidate must follow the below steps to submit the mitigating circumstances application:

1. Download the application form.
2. Duly fill all the details as mentioned.
3. Include as much as possible details in application.
4. Attach all the supporting documents and evidences.
5. Courier the application and all supporting documents to IAI Head Office address to NAME.

If the candidate fails to submit application within the timelines then the application will not be considered. If the application and evidence is not received in time then the application will be rejected and the process will end at this stage. In this situation, the candidate will be informed by email. Application will not be accepted if the candidate has sat for the exam against medical advice. Candidate will receive acknowledgement email from IAI.



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Note: Candidates are advised to adhere the timelines and procedure while submitting the application.

➤ **Circumstances that may be considered for during online examinations with appropriate evidence are listed below:**

Particular	Supporting Document/ Evidence
Prolonged disruption caused by hardware/software failure despite of alternative arrangements	i. Any correspondence between the candidate and the IAI flagging the issue. (An email as supporting documentation)
Issues related to electricity or internet connectivity despite of alternative arrangements	ii. Screenshots of issue occurred with appropriate evidence to support the application.
Disruptions caused due to Online Exam Platform	iii. A brief explanation of the issue.

Note: The Institute will look at the request basis its merits.

Circumstances that may not be considered:

Script Upload Failure

It is strongly advised to candidate to upload the answer script within the given time window.

Lack of understanding of the Question paper, Examination time pressure or failure to understand the software:

The Candidate should answer the question to the best of their ability, ensure they are managing their time appropriately and have gone through the documents on use of the software prior to the exam taking place.

Candidate's appeared from Laptop having access restrictions

The Candidate are advised to use their personal laptop/desktop for online examination. Office laptop/desktop may have security/download related restrictions. It is the candidate's personal responsibility to ensure they meet the software and hardware requirements so that the online examination platform can operate without any hindrance.

Failure of Hardware/Software of Candidate's system

The Candidate are strongly advised to test the hardware i.e. laptop or desktop along with accessories like mouse, keyboard, webcam, soundcard/microphone and satisfy yourselves that they are in working condition. You can also access any back-up device which meets the minimum hardware requirement as a replacement if need arises.

In case of MS Office/R, we strongly advise the candidate to only use authorized and legitimate version of the software. The candidate is advised to download and install all latest software updates before the examination. Given this is home-based examination, it remains the responsibility of the candidate to ensure the hardware/software works during the time of examination.



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- **Circumstances that may be considered before the examination with appropriate evidence are listed below:**

Particulars	Supporting Document/ Evidence
Severe Illness	Medical Certificate or Doctor's note
Incident/Emergency	FIR or Fire Certificate
Death of Family Member	Death Certificate or Employer Letter

Circumstances that may not be considered

Medical Circumstances

Medical circumstances that do not relate directly to the examination date in question or cannot be attributed to having an effect on the examination. A statutory sick pay certificate will not be considered. So would minor illnesses that could be treated with over the counter remedies (e.g. colds, coughs, sore throats etc.) and Pre-existing medical conditions will not be considered.

Misreading the Examination timetable

Candidate to ensure that they have an accurate understanding of the time and duration of all Examination appeared for.

Preventable circumstances:

Where the circumstances are within the Candidate's control they are expected to take appropriate measures to mitigate for this.

Outcome of Applications

Candidates who make a mitigating circumstances application will normally be informed within 10 working days from result declaration.

If further information or justification is required from the applicant, or the relevant examining team, and a delay is anticipated then the applicant will be informed accordingly and another due date for release of their results given. The decision of the Authorities of the institute will be considered as final and the applicant cannot contest the outcome on the grounds of academic judgement.



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Annexure 1

Mitigating Circumstances Application Form

Member ID		Date	
Registered Name			
Registered Email		Mob. No.	

Sr. No.	Date	Subject	Roll Number

Please tick the category of mitigation circumstances that you are applying for

- Severe Illness
- Incident/Emergency
- Death of Family Member
- Disruption during examination
- Other(state below)

Supporting documentation

Please tick the provided or attached type of supporting document/evidence

- Medical Certificate/Doctor's note
- FIR/Fire Certificate
- Death Certificate
- Will submit Application and Supporting documents/evidence within 20 days
- IT Screenshots

Detailed Explanation of mitigating circumstances applied for and how the circumstances were unforeseen and unpreventable



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Detailed Explanation on the circumstances effected your examination performance

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Detailed Timelines of circumstances

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Note:

- ✓ All the fields are mandatory.
- ✓ Application must be in English only.
- ✓ Application not falling under Mitigating Circumstances Policy will be rejected.
- ✓ Incomplete Application overdue the timelines will be rejected.
- ✓ Application and supporting documents/evidence must be attested and signed.
- ✓ Applicant must courier the application and supporting documents/evident to IAI Head Office.

I have read, understood and agree to be bounded by the mitigating circumstance policy and I hereby declare that the evidence submitted is true, correct and best of my knowledge. I understand that any impersonation or submission of questionable evidence in order to falsely claim benefit under this policy will be construed as misconduct on my part and IAI might consider perusing disciplinary action against me.

Date		
Member ID		
Name		Signature