



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
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Student Guide for ACET Home Based Online Examination

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Introduction:

IAI is a statutory body established under [The Actuaries Act 2006](#) (35 of 2006) for regulation of profession of Actuaries in India. The provisions of the said Act have come into force from 10th day of November 2006, in terms of the notification dated 8th November 2006, issued by the Government of India in the Ministry of Finance, Department of Economic Affairs. As a consequence of this, the erstwhile [Actuarial Society of India](#) was dissolved and all the Assets and Liabilities of the Actuarial Society of India were transferred to, and vested in, the Institute of Actuaries of India constituted under Section 3 of the Actuaries Act, 2006.

The student guide aims to provide all necessary information to appear for upcoming ACET home based online examination. It covers all the points required for pre-exam preparations, on the exam day and post examination.

[Click here to view the ACET Important dates.](#)

Pre-Exam Preparations:

Instructions

- You will be given access to the exam platform.
- You are advised to use registered email id and contact number - throughout the examination process.
- Applicants will receive all the exam related information's 5 days before the Examination under your [ACET Login](#).
- All information related to ACET examination is available under [FAQ's](#). You are advised to email your queries for assistance at naresh@actuariesindia.org.



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Technical Requirements

An applicant should meet all the following **software and hardware requirements**:

Hardware	Device	Personal Laptop or Desktop with web camera and built in microphone (NOTE: IOS / MAC BOOK ARE NOT ALLOWED)
	Web Camera	Webcam must have a minimum resolution of 640x480 @ 15 fps
	Internet Bandwidth	2MBPS or more – dedicated and continuous connectivity/ Wired or wireless networks
	RAM	2 GB or above
	Processor	2 cores, 4 threads, Above 2.2 GHz.
	Graphics	Minimum of 64 MB of graphics memory
	Screen Resolution	1024 x 768 and above
	Multimedia Support	Sound Card
Software	Operating System	Windows 10 (Pro, Enterprise, and Education editions) OR Windows 8/8.1 (32-bit and 64-bit) (all editions) OR Windows 7 (32-bit and 64-bit) (all editions) Note: Up-to-date Service pack, device drivers, security patches in test taking system
	Web Browser	Latest Edge : https://www.microsoft.com/en-us/edge Latest Browser - Chrome https://www.google.com/intl/en_in/chrome/
	Others	Net Framework – 4.5.2 https://dotnet.microsoft.com/download/dotnet-framework/net452

System check

- It is applicant's responsibility to check hardware's and software's of their systems way ahead of simulation test and final examination.
- Applicant must disable all Screen Sharing, Windows firewall and Antivirus Applications.
- Ensure to take necessary steps for the challenges highlighted during simulation test way before the final Examination.



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On the Day of Examination

Instructions

- You are suggested to go through the below do's and don'ts before sitting for online examinations.

Do's	Don'ts
Keep yourself cool and calm	Don't panic during the examination
Keep your exam desk neat and clean.	Don't use sticky notes, notepads, etc.
Keep your Hall Ticket and Government ID/College ID proof handy.	Don't move away from system during the live examination.
You can keep only blank papers, approved calculator and pen with you for rough work during examination.	Don't use any electronic gadget viz. Cell Phones, Headphones/ earphones, Smart Watch, Fitness Band, etc.
Keep your mail id logged-in before exam start time.	Don't access any other browser or social accounts during the exam.
Keep a transparent water bottle.	Don't connect any external ports to system during the Examination.
Use restroom before login.	Don't sit in a dim/low light area.
Adhere to instructions of hall ticket and proctor/ invigilator throughout the examination.	Don't cover your web camera or make noise during examination.

Note: Candidates are strongly advised to appear examination in smart casuals.

- You can use scientific Calculator as per IAI approved list during the examination.
- You might be asked to provide a **360-degree** view of the exam surroundings by the proctor/invigilator during the examination.
- **Any malpractices noticed/violation of instructions by proctor/invigilator shall lead to termination of your examination.**
- **If any candidate is found copying or involved in any other form of malpractice, during or in connection with the examination, disciplinary action will be taken against the candidate..**
- Do not read the questions loudly.
- Ensure there is enough light on your face and you do not move away from the examination screen and ensure that the web camera is not covered/ blocked by any object, even your hands while giving the exam as the same shall be treated as violation.
- All your screen activities will be recorded and captured.



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- Don't use any electronic devices like mobile phones, **earphones/headphones**, tablets, smartwatch etc. during the exam
- Finish Test button will be available on last question and only click on it once you have answered all questions.
- You will receive two warnings before final submission.
- The examination will be submitted automatically at the exam end time.

Steps to start Examination

1. To download and install the examination software¹ (Downloading link will be available under your [ACET Login](#)). This will be accessible through a secured SEB icon on your desktop.
2. Kindly note down your Examination login credentials available under ACET login on a piece of paper and keep it handy with you.
3. Close all the background applications, clear all cache, browser history, disable antivirus before accessing online exam software.
4. You will not be able to access any application outside the secured SEB.
5. Open the SEB browser (available on your desktop) and use the accurate login credentials.
6. Login to the exam platform 10 mins before exam start time.
7. Check & confirm your details and click on continue.
8. Read & confirm all the Instructions to Examinees and "click" on start exam.
9. Read & confirm Rules of the event.
10. Platform will check your system compatibility.
11. Click picture of yourself and Government approved Photo ID using the web camera of the laptop/desktop.
12. The exam will start at 10.00 am and no candidate will be allowed to enter the examination platform after this time.
13. You will have 3 hours to complete the examination from the time the first question appears on the screen.
14. During the course of the examination, you will be prompted to show your Government approved photo ID to complete the verification process.
15. The question paper will be divided into five sections viz. Mathematics, Statistics, Data Interpretation, Logical Reasoning and English.

¹ We recommend that you should complete this step at least one week before the day of examination.



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16. You can use scientific calculators in the exam. However, you can use only one of the model listed below;

1. Casio FX82 (ES/MS) (with or without any suffix)
2. Casio FX83 (ES/MS) (with or without any suffix)
3. Casio FX85 (ES/MS) (with or without any suffix)
4. Sharp EL531 (with or without any prefix or suffix)
5. Texas Instruments BA II Plus (with or without any suffix)
6. Texas Instruments TI-30 (with or without any suffix)
7. Hewlett Packard HP12c (with or without any suffix)

Proctoring/Invigilation

- Each and every activity will be observed, monitored and recorded by the proctor/invigilator during the Examination.
- Proctor/invigilator are trained to detect every malpractices happening during the online exam.
- Proctor/invigilator can warn you for any malpractices came to notice.
- Proctors/invigilators may pause/terminate your examination at any time for any malpractices observed.
- The below actions during the examination shall be treated as violation and may lead to disqualification from the examination:
 - Use of earphones/mobile phone.
 - Talking to someone.
 - Presence of additional person in the exam premise.

Note: Proctor/Invigilator is only for supervision, in case of technical help, Kindly contact the helpline number available under your ACET login. In case you are not able to reach the helpline number kindly contact Institute immediately.

Technical Issue/ Internet failure/ Electricity failure

- Student will be sole responsible of technical issue of the personal hardware/ internet failure/ electricity failure arise day before/ on the exam day/during the examination.
- Student must have a backup of internet device to reconnect, if required.
- Student can have a backup laptop/ desktop to resume the exam, if required.
- It is recommend to use fully charged laptop or use power backup devices.
- If webcam or microphone gets disconnected anytime during the examination then that script will not be evaluated.



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- No extra time will be allowed for Students whose computer breaks down or there is a loss of internet connection during the Examination.

Post-Examination

- Post completion of exam you need to submit the survey shared via email from IAI.
- Survey will be available for 24 hours from the exam end time.
- The Students are advised to email Ms. Gauri Jamwal at jamwal@actuariesindia.org for the issues relating to the examination. Queries which are received within 2 days of completion of examination will only be entertained.
