

MA 418 ACTUARIAL MATHEMATICS I

TESTING GUIDELINES

To prepare for the exam environments, we will implement the following guidelines for all tests. These guidelines are taken predominantly (sometimes word for word) from SOA testing guidelines (Exam Rules and Regulations, Guide to SOA Exams, and Introductory LTAM Study Note).

Failure to comply with any of these expectations will result in a penalty on the test grade (up to a 0% on the test and submission to the Academic Integrity Committee).

1. Testing expectations

- Corresponding SOA books/tables will be provided during the test.
- Write your name/initials on each page of the test (you will use your candidate number for the SOA exams, but your name/initials for class).
- Make sure each problem is clearly numbered. Work should be presented clearly, legibly, and in good logical order. Presenting “scratch work” as part of your solution is not acceptable.
- An answer must be selected for the MC answer (A-E). Just writing the correct solution with answer is not sufficient for full credit.
- You should confine your answers strictly to the questions as set. Unnecessary remarks and explanations should be omitted.
- Test questions should be organized in order and submitted at the end of the test period.

2. Examples of improper test conduct:

- Looking at the test before the signal to begin is given.
- Marking/folding pages, brain dumping or otherwise writing on the exam book or answer sheet before the signal to begin is given.
- Making any changes, additions, deletions or otherwise marking erasing or writing on the test (the answers to be submitted in class) after the time for the exam has expired.
- The usual things defined as “cheating” in an academic environment.

3. Advice for writing tests:

- Make it as easy as possible for the grader to follow your work.
 - Number your pages
 - If there is more than one part to the question, be clear about which part you are answering
 - Write clearly and legibly

- Present information/work in a logical order (do not direct graders all over the page to follow your work)
- Write no more than necessary
- Clearly and neatly cross out/erase work that you want the grader to omit (do not scribble the whole section out, additional notes about ignoring are unnecessary)
- Things to do: (some are more applicable to written questions than MC)
 - Read questions thoroughly first. Plan your answer before writing so that your work is more focused.
 - Answer the question that was actually asked, not the question you expected.
 - Take note of the verbs used and respond accordingly.
 - Allocate your time according to the points assigned to each problem. Generally it is better to give partial answers to several questions than to spend extra time providing perfect answers to few questions.
 - Use bullet/numbered lists when appropriate. Sentences/paragraphs are not essential as long as your point is made.
 - Use as much paper as you need. Consider leaving some blank area between sections of a question so that you can easily add more later if needed. Always leave space between questions.
 - Understand that partial credit is available at most all steps.
 - Write down facts that appear too obvious to be worth points, provided they are responsive to the question asked (especially when you aren't sure how to answer the question).
- Things not to do:
 - Don't do a "brain dump" of everything you know (regardless of whether or not it's relevant). Providing irrelevant information indicates you don't know things.
 - Don't hedge your answer if a definitive statement is being asked for.
 - Don't expect memorization to be sufficient. You are expected to be able to "interpret," "explain," "compare," "apply," "construct," etc. (Instead using the Learning Objectives to define your study.)