



**Canadian
Institute
of Actuaries**

**Institut
canadien
des actuaires**

ACIA Capstone Exam

Candidate Guidelines

April 2024



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Candidate instructions

This document contains important information regarding the administration of the ACIA Capstone Exam. Candidates are expected to read these instructions carefully and to understand the required procedures before starting their exam. Failure to follow these instructions may result in a finding of misconduct.

Exam format

The ACIA Capstone Exam is administered online through Brightspace, an examination platform with secure online proctoring. The exam is open book, six-hours long and requires analysis in the context of a problem and submission of written responses to specified tasks. The exam is split into two sections that will be administered separately on September 18 and 19, 2024. The sections consist of a four-hour, mandatory common section and a two-hour, mandatory specialized section, with the option to complete either its long- or short-term sections, selected at exam registration. As you register, you will have to specify which specialized section (short-term or long-term) you will complete.

Suggested study time and study materials

It is recommended that for every exam hour, 50 hours of time should be spent studying related materials. Please view the [ACIA syllabus](#) for a list of reading references.

Candidates may also rely on the knowledge and material they gained from their CIA accredited university degree in actuarial science and/or actuarial education and examinations from a recognized actuarial organization.

Practice materials are available on the [exam's webpage](#).

Brightspace and technical requirements

Supported desktop platforms and browsers

For an optimal experience, we recommend that all candidates access Brightspace with the latest version of Microsoft Edge, Google Chrome or Mozilla Firefox. Brightspace is supported on the following desktop platforms with the latest browser versions:

Platform	Apple® Safari®	Google® Chrome™	Microsoft® Edge	Mozilla® Firefox®
Apple® Mac OS®	Yes	Yes	Yes	Yes
Microsoft® Windows®	Not applicable	Yes	Yes	Yes

Exam system testing

Candidates are encouraged to sign in to Brightspace at least four weeks prior to the exam date to troubleshoot any potential access issues and test system requirements. Candidates will receive an email from education@cia-ica.ca notifying them when they can begin doing so.

Candidates should use the same device for the exam that they used to perform their exam system testing.

Technical support

Brightspace offers a Virtual Assistant tool that provides real-time technical support via a chat feature.

Remote proctoring overview and instructions

The remote proctoring process will be conducted with the use of AI tools and human proctoring.

When logging in on exam days, candidates will be required to show government-issued photo identification (excluding Canadian provincial health cards) to verify their identify, using their computer/laptop camera or webcam, and will be required to demonstrate that they are alone, in an appropriate exam environment, described in the subsection “Exam writing environment.”

Visit the [What to Expect Page](#) for further details regarding remote proctoring, including technical requirements and demonstrations.

Candidate conduct

Candidates must act in a professional manner to uphold the reputation of the profession and specifically must act in accordance with the CIA’s [Code of Conduct and Ethics for Participants in the CIA Education System](#). Failure to do so will be considered misconduct, which may include a candidate’s exam receiving a grade of zero. For additional information on the application of the Code, please consult the [Policy on the Enforcement of the Code of Conduct and Ethics for Participants in the CIA Education System](#).

All reports of misconduct will be communicated to the CIA Head Office and will be reported to the Education and Qualification Council (EQC) who will consider the appropriate action for each case. Disciplinary action may include voiding the exam attempt or any other measure deemed appropriate by the EQC. Cases of misconduct may also be referred to the CIA Professional Conduct Board and involve further disciplinary action.

Exam rules and regulations

Please note that food and beverages are permitted in the exam location. Washroom breaks are also permitted, but the total amount of breaks must be no more than 10 minutes long. Exam time will not be paused for unscheduled breaks.

Candidates must not give or receive assistance of any kind during the exam. Any cheating, attempt to cheat, assisting or attempting to assist others to cheat, or participating therein, or engaging in any improper conduct including but not limited to the items listed below are serious violations and will generally result in the CIA disqualifying the candidate’s exam attempt, and other disciplinary action as may be deemed appropriate in relation to the offence.

Examples of improper conduct include:

- Replicating, downloading for the purpose of sharing and/or sharing exam content. All components of the exam, including exam questions and associated materials, are owned by the CIA. Sharing and/or distributing CIA exam content is strictly prohibited.
- Giving or receiving assistance of any kind to or from another candidate or potential future candidate during or after the exam.
- Failing to comply with exam procedures, rules and guidelines.
- Gaining access or attempting to gain access to exam questions before the exam start time.
- Failing to comply with proctor instructions.
- Consulting or communicating in any way, including, but not limited to, talking, emailing, texting, instant messaging, with any other persons during the exam.
- Impersonating another candidate or attempting to write the exam for another candidate or arranging to have another person write the exam for the candidate.
- Threatening or verbally abusing CIA staff, volunteers or proctors.
- Disclosing the contents of the exam to any other person at any time.
- Presenting false information on the exam registration at any time.
- Falsifying documents or transcripts used for registration or identification of the candidate.
- Attempting to use AI applications to generate exam answers or help during the exam, including, but not limited to ChatGPT.
- Failing to remain in the exam environment for the specified duration of the exam, with the exception of washroom breaks.

- Failing to follow any other exam instructions given by CIA staff, volunteers or proctors at any time.
- Using a mobile phone, tablet or device other than the computer used to complete the exam.
- Acting suspiciously including but not limited to continuously looking around the room, continuously looking up, down, left or right beyond the candidate's computer screen during the exam.
- Reading the exam questions out loud during the exam.
- Having any other person being in or entering the room at any time during the exam.
- Accessing or using any communication device including, but not limited to cell phones, tablets, other computers, smart watches, wearable (including headphones) or other devices during the exam.
- Wearing sunglasses or smart glasses during the exam.
- Angling the webcam or computer/laptop camera up or down or obscuring or altering the candidate's face during the exam.
- Smoking during the exam.
- Consulting the online proctor, CIA staff, the Brightspace support chat or any other persons, as to the meaning of any question during the exam.

Defective questions

Significant care is taken to avoid defective questions. However, occasionally errors occur. Examples of defects may include typographical errors, ambiguities or questions relating to material that is no longer covered in the exam syllabus.

Candidates who believe that an exam question was defective should report it by email to education@cia-ica.ca within two weeks of the date the exam was administered. The email should explain in detail why the particular question is defective. The CIA committee responsible for grading will investigate all reports of defective questions and will make a decision regarding the outcome of its investigation. This may include making allowances in the grading process, as appropriate. Reports of defective questions received after the two-week deadline will not be considered.

Exam results

Exam results will be provided using the following format:

- Successful candidates will be awarded a "Success (S)" result. No further feedback will be provided.
- Unsuccessful candidates will be provided a "Fail (F)" result and will be provided with a breakdown of their performance per question as follows:
 - S: If the candidates achieved satisfactory performance on the question.
 - 5: 10% or less below the acceptable level of knowledge.
 - 4: Between 10% (included) and 20% (excluded) below the acceptable level of knowledge.
 - 3: Between 20% (included) and 30% (excluded) below the acceptable level of knowledge.
 - 2: Between 30% (included) and 40% (excluded) below the acceptable level of knowledge.
 - 1: Between 40% (included) and 50% (excluded) below the acceptable level of knowledge.
 - 0: More than 50% below the acceptable level of knowledge.

Exam results will be posted online 8-12 weeks after the administration of the exam, unless otherwise specified.

Exam day preparation

Personal reference materials

Candidates are responsible for preparing their collection of reference materials they wish to use for the exams – this may include saving materials locally on their computer or having a set of links to external sources. The CIA will not be providing reference materials during exam days.

Online tools

In addition to having access to a secure, reliable internet connection and a webcam/integrated computer camera, candidates will also be required to download, complete and upload pre-populated Microsoft Excel spreadsheets, which will be provided on Brightspace.

Candidates will also require access to RStudio software to complete the exam. RStudio can be downloaded at no cost at the following website: [RStudio Desktop - Posit](#).

Exam writing environment

As mentioned in the “Remote proctoring overview and instructions” section, candidates may write the exam in a location of their choosing. This may be at home or at a place of business. The location must be as quiet as possible, with a closed door. The lighting in the room must be as bright as daylight quality. Overhead lighting is preferred. Reminder that candidates must be alone when writing their exam and demonstrate this to the exam proctors before the exam begins.

Punctuality

Access to the online exams will not be available prior to candidates’ exam administration date(s). We recommend signing in to Brightspace at least 15 minutes prior to the exam start time. This will allow sufficient time to start the proctoring process and troubleshoot any technical issues, should they arise.

Lateness or absence

It is the candidate’s responsibility to be ready and start the exam on time. Late arrival will result in disqualification and exam cancellation. No additional time will be given to candidates who are absent for any part of the exam, regardless of the reason for their absence, except for candidates who have been granted accommodation.

Accommodation requests

Should you require accommodations for writing the exam, please send your request using the CIA Exam Accommodation Form at the time of registration. Accommodation requests will not be accepted past the registration deadline. Questions may be directed to education@cia-ica.ca. Once requests are submitted and reviewed, the CIA Education team will respond to requests within 10-20 business days.

Cancellation and refund policy

Cancellation and refund requests exam must be submitted in writing to education@cia-ica.ca at least two weeks prior to the exam administration date you registered for. These requests are subject to a \$200.00 administration fee.





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