



**Canadian  
Institute  
of Actuaries**

**Institut  
canadien  
des actuaires**

# **CIA Exam Accommodation Policy and Guidelines**

April 2024



## Table of contents

Introduction .....	2
Exam location .....	2
Format .....	2
Assistive devices .....	2
Request for additional time .....	2
Process for requesting accommodation .....	3



## Introduction

The Canadian Institute of Actuaries (CIA) recognizes the importance of accommodating the different learning needs of all candidates in the CIA education system. Candidates may submit their requests for accommodation using the CIA Exam Accommodation Form at the time of registration for the relevant education or qualification activity. All reasonable requests will be considered and evaluated in the context of the format for delivery, such as online or in-person activities.

Accommodation requests will not be accepted past the exam registration deadline. The CIA Exam Accommodation Form must be completed by the candidate and a physician who is a licensed medical doctor and who is actively providing medical care, in a public or private setting, to the candidate. Once requests are submitted and reviewed, the CIA Education team will respond to requests within 10-20 business days. The associated costs of completing the form will be borne by the candidate.

## Exam location

CIA exams are conducted online through the CIA learning management system, with secure online proctoring. Candidates are welcome to conduct the exam in the location of their choice, provided that the required equipment (e.g., laptop/computer, video camera, reliable and secure internet connection) is available.

Candidates will be required to demonstrate at the beginning of the exam that they are alone in an appropriate exam environment.

## Format

CIA exams are open-book and conducted online. Candidates are responsible for preparing the collection of reference materials they wish to use for the exam – this may include saving materials locally on their computer or having a self-prepared set of links to external sources. The CIA will not be providing reference materials on exam day. Strict adherence to the exam rules and regulations is mandatory, as is observance of the [Code of Conduct and Ethics for Participants in the CIA Education System](#) and the [Policy on the Enforcement of the Code of Conduct and Ethics for Participants in the CIA Education System](#).

In addition to having access to a secure and reliable internet connection, candidates will require access to Microsoft Excel. Those writing the ACIA Capstone Exam will also require access to RStudio software to complete it. RStudio can be downloaded at no cost at the following website: [RStudio Desktop - Posit](#).

## Assistive devices

Assistive devices are permitted when writing CIA exams. Candidates must identify any web-based software and programs required to complete the exam on the CIA Exam Accommodation Form so that we may confirm their effective operation with the CIA learning management system.

## Request for additional time

Requests for additional time should be included in the CIA Exam Accommodation Form, to be completed by the candidate and a physician who is a licensed medical doctor and who is actively providing medical care, in a public or private setting, to the candidate.

Requests for additional time may be brought to the Education and Qualification Council for consideration. A detailed medical justification will be required for these requests.

## Process for requesting accommodation

1. Should you require accommodations for writing a CIA 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.
2. Questions may be directed to [education@cia-ica.ca](mailto:education@cia-ica.ca).
3. Once requests are submitted and reviewed, the CIA Education team will respond to requests within 10-20 business days.



© 2024 Canadian Institute of Actuaries

Canadian Institute of Actuaries

360 Albert Street, Suite 1740

Ottawa, ON K1R 7X7

613-236-8196

[head.office@cia-ica.ca](mailto:head.office@cia-ica.ca)

[cia-ica.ca](http://cia-ica.ca)

[seeingbeyondrisk.ca](http://seeingbeyondrisk.ca)



The Canadian Institute of Actuaries (CIA) is the qualifying and governing body of the actuarial profession in Canada. We develop and uphold rigorous standards, share our risk management expertise and advance actuarial science to improve lives in Canada and around the world. Our more than 6,000 members apply their knowledge of math, statistics, data analytics and business in providing services and advice of the highest quality to help Canadian people and organizations face the future with confidence.