



Introduction

The Actuaries Institute currently offers students an opportunity to request a performance interview of their performance in a recent semester.

Please note this policy is only applicable to the subjects directly assessed by the Actuaries Institute. This policy does not apply to the Foundation Program subjects.

How to apply for a Subject Performance Interview (SPI)

Subject Performance Interviews will only be available to students who submit the application form and meet the following criteria:

- the subject must have been sat in the most recent semester
- the student must have sat the same subject more than once
- the student must have achieved an overall grade of C for his/her most recent attempt at the subject.

Students are reminded of other resources to assist them in their own performance review, including the Assessment Committee report, past assessment question papers, marking rubrics and marking guides all of which are available on the Institute's website.

Guidelines

The Chief Examiner will conduct the interview, noting:

- the interview will either be face-to-face (if local) or video conference or telephone;
- the interview will notionally be for 30–60 minutes, but this could be extended at the CE's discretion;
- the interviewer may allow the student to view a copy of their subject assessment answers at the interview; however, the student is not permitted to keep these;
- the purpose of the interview is to provide the student with identification of areas of weakness and opportunities for improvement. There will be no reassessment of the results at all.

If the Chief Examiner is not available for any reason, then the Executive General Manager, Education will conduct the interview.

If a student can provide just cause that an interview is not possible then the Chief Examiner may agree to provide a written review.



Subject Performance Interview (SPI) Application

Application for a Subject Performance Interview

Due Date: Requests will be accepted up to four weeks after the release of results at the end of semester.

Candidate number: _____ Member number: _____

Surname: _____ First/ Other names: _____

Email address: _____

Location: _____

Actuary Program / Fellowship Program subject/s: _____

Number of attempts: _____ Grade of latest attempt: _____

Payment

Cost: \$250.00

Payments will only be processed after Subject Performance Interviews have been conducted.

Option 1 ☐ Payment can be made via EFT, BPAY, bank transfer directly

Details provided once payment is needed

Option 2 ☐ Payment via credit card

Please use your Member Dashboard – My Invoice to make a payment (an invoice will be raised once Subject Performance Interview has happened and you will be notified).

Please submit your application to: education@actuaries.asn.au

Privacy policy: Your privacy is important to us. The collection use and disclosure of personal information by the Actuaries Institute is covered in our Privacy Policy which is available at <http://actuaries.asn.au/utis/privacy-policy>