

# The Actuarial Education Company

On behalf of the Institute and Faculty of Actuaries

## COMPANY MOCK ORDERS

A number of companies like to offer their students the opportunity of sitting a Mock Exam in preparation for the actuarial exams. Generally, these Mock Exams are held around 6 weeks prior to the exams to allow enough time for the scripts to be marked and returned to the students well before the exams.

Submitting a company mock order allows the company to purchase Mock Exams for their students in one bulk order. The students do not have to send individual application forms. This document contains some guidelines to assist in this process. These will hopefully raise any queries prior to ordering, allowing your order to be processed quickly.

Our main Mock Exam is available in each subject.

Due to the current situation we will only be providing Mock 1 in eBook format as part of the company mock order. If a student has already attempted the main Mock Exam, then we recommend that students make an order for the Additional Mock Pack (AMP) from our online store. The AMP contains Mock Exam 2 and Mock Exam 3. Unfortunately, we are unable to provide these separately this year. Students can also purchase marking vouchers if they would like any of their Mock 2 or 3 papers marked.

We are also restricting Company Mock orders to those with marking accompanying all scripts. If a student wished to use the Mock Exam without marking they can easily purchase this from our online store.

When an order is submitted please let us know the following information for each student:

- Student name
- ActEd Student Number
- Subject/s

Please use the Company Mock order spreadsheet to record the required information. The spreadsheet can then be returned to us by e-mail to represent your mock order.

### Important Notes:

We recommend our main Mock Exam for students who have not used a Mock Exam in the relevant subject before. If a student has already used the Mock Exam then we recommend that they purchase the Additional Mock Pack from the online store.

Some students may have already purchased a Mock Exam in a previous session. We recommend that you check whether students have already seen the exam you are proposing to use if you would like them to sit an “unseen” paper.

You may also wish to check whether students have already purchased a Mock Exam this session as you will save money by asking the student to use their own copy. Please carry out these checks before submitting the order to minimise the number of queries we need to raise with you.

## **Copyright and Exclusive Use**

You must purchase a separate mock exam for each student as all ActEd study material is sold on the following terms:

*The material is copyright and is sold to you for each student's own exclusive use. You and your students may not hire out, lend, give, sell, store or transmit electronically or photocopy any part of it. You and your students must take care of the material to ensure that it is not used or copied by anyone else at any time. Legal action will be taken if these terms are infringed. In addition, we may seek to take disciplinary action through the profession or through your employer. By applying for a course, you accept these conditions.*

## **Marking**

Please be aware that faster turnarounds are likely to be achieved if:

- **mocks are received well in advance of the final deadlines** (you will find the deadline dates on the following webpage [https://acted.co.uk/marking\\_assignment\\_deadlines.html](https://acted.co.uk/marking_assignment_deadlines.html))
- you are able to send us your scripts at least one week before the final deadlines
- we are given advance notice of the date we can expect to receive the scripts in each subject you order.

**This session, the company mock exam questions will be provided straight to the student in eBook format.**

## **Return of marked scripts**

Marked scripts and solutions will be returned to individual students.

## **Cost**

Our standard prices for mock exams and mock exam marking will apply except that for orders of ten or more mock exams with marking, there will be a discount of £2 per paper.

**Please advise us of who to invoice. Details can be given on the order spreadsheet.**

**Returns:** Refunds are only available if we are advised of any changes by the relevant Mock Exam Marking Final Deadline Date.