**2024 Examinations Assignments Cover Sheet**

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| **Please complete the following information and attach this cover sheet at the start of your script before submitting on The Hub. Please fill in all the information requested accurately so your script can be processed quickly.** |
| **Subject**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Assessment (*eg* X1)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ActEd Student Number** (see Note below):

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**Note:** Your ActEd Student Number is printed on all personal correspondence from ActEd. Quoting it will help us to process your scripts quickly. If you do not know your ActEd Student Number, please email us at **ActEd@bpp.com**. **Your ActEd Student Number is not the same as your IFoA Actuarial Reference Number or ARN.** | Have you used the solutions? Yes NoTime to complete assessment: \_\_\_\_\_ hrs \_\_\_\_\_ mins**Note:** If you take more than the allowed time, you should indicate how much you completed within the assessment time so that the marker can provide useful feedback on your progress.Are you allowed extra time or other special conditions in the profession’s exams (if you wish to share this information)? Yes NoIf Yes, you can provide further information on the extra time / other conditions if you wish:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please tick the following checklist so that your script can be marked quickly. Have you:** |
| [ ] Completed the subject and assessment information above? [ ] Checked that you are using the latest version of the assessment, *ie* 2024 for the sessions leading to the 2024 exams? [ ] Completed your ActEd Student Number in the box above? [ ] Recorded your time taken and whether you have used the solutions or not? [ ] Checked that all pages have been included and in the right order, if you have scanned your script?[ ] Named your file(s) correctly according to the instruction pages, *ie* Subject, Assessment, ActEd Student Number, *eg* CP1 X3 12345?[ ] Checked that you have ordered Series Marking or have a valid Marking Voucher?[ ] Already submitted assessments for marking this exam session?  If so, have you rated your marker(s) on The Hub? **Please follow the instruction pages included with your assignment when submitting your script for marking.** |
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**Feedback from marker**

(Feedback will be provided by your marker here or within the ‘Feedback comments’ section on The Hub.)

**How was your marking?**

**You can provide feedback on the marking of this assessment on The Hub.**

We want the standard of our marking to be as high as possible so we pay markers on the basis of student feedback. Your feedback is very important to us and your marker so please do leave a grade and comment.

**Prize draw:** For your chance to win £150 of gift vouchers, please submit your feedback and enter our six-monthly prize draw.

#### The grading of your assessment

The main objective of marking is to provide specific advice on how to improve your chances of success in the exam.

Your marker will include comments on each question and will provide comments on your overall performance across the assessment. This will be done either in the feedback area on The Hub or directly on your script.

These comments are the most useful aspect of the marking. However, when you view your marked assessment on The Hub, you will also be given a percentage score and the band into which that score falls.  This provides a good indicator of your understanding of the material tested and the progress you are making with your studies:

A = Excellent progress B = Good progress C = Average progress
D = Below average progress E = Well below average progress