

REGULATIONS

1. These regulations are applicable for the following Examinations conducted by III.

- ❑ Licentiate, Associateship & Fellowship.
- ❑ Certificate in Foundation of Casualty Actuarial Science
- ❑ Specialized Diploma (Marine)
- ❑ Specialized Diploma (Fire)
- ❑ Specialized Diploma in Casualty Actuarial Science
- ❑ Certificate Programme on Advanced Insurance Course (CPAIM)
- ❑ Specialized Diploma (Health Insurance)

2. **Life Membership:** Only Life Members of the Associated Institutes and Affiliated Institutes can appear for the examinations of the III. Persons residing or working at a place where there is an Associated Institute (Please refer to the List of Associated Institutes on website) have to be Life Member of that Institute only. Persons who reside or work at a place where there is no Institute can become Life Member of an Institute near to their place of residence or work.

For online application, candidates are requested to select their Associated Institute nearer to their place of work or native place. **Foreign candidates can select any of the associated institutes in India, RICB Insurance Institute Thimpu Bhutan or Sri Lanka Insurance Institute Colombo Sri Lanka.**

Life Membership Fees of associated institute is included in first registration fees.

3. (a) **Enrollment for examination:**

- (i) Candidate can register and enroll for the examination by availing on-line registration facility through III website. The details of on-line registration are given under a separate topic of Online Registration in this Handbook.
 - (ii) Candidate can also submit their examination entry form to the local Associated Institute nearest to their residence or work place along with the fees as given in **TABLE OF FEES**. Candidates will be required to submit entry form available in the Associated Institute. Entry form is available on website for download.
- (b) **Registration Fees:** Candidates registering for the Institute's examinations for the first time are required to pay registration fees as given in the **TABLE OF FEES** towards registration. **Please note Life membership fee is included in Registration fees.**

With effect from the October/ November, 2010 examination, it has been decided to charge one time Registration fees in lieu of Diploma fees for Associateship and similarly for Fellowship examination while enrolling for any one of the compulsory

papers. Candidates who have paid Registration fees at Associate / Fellow level will not be required to pay any separate fees towards Diploma subsequently.

Licentiate, CIS and Certificate course on Foundation of CAS: Registration fees include Life Membership Fees also.

Associateship: One time Registration Fees includes Associate Life Membership fees, Election Fees and Issuance of Associateship Diploma.

Fellowship: One time Registration Fees includes Fellowship Life Membership fees, Election Fees and Issuance of Fellowship Diploma.

The Registration Number will remain valid for all future examinations.

CPAIM: i.) One time Life membership Fees and ii) One time Registration fees till the registration is valid. (Registration of CPAIM is valid for 5 years).

4. (a) **Examination Entry Form:** When the results of an examination are announced, the Institute issues mark sheet indicating the results of the examinations appeared. **However, candidates awaiting their result may provisionally enroll for the next examination without waiting for the result to avoid last minute rush and start preparation.**

(b) **Enrollment for Examination:**

Enrollment for Examinations can be done:

- i. **ONLINE** at III's website: www.insuranceinstituteofindia.com or
- ii. **Through Associated Institutes / Affiliated Institutes/ ALCs.**

These are the only two channels available for enrolling for Examinations.

Note:

Candidates submitting entry from through Associate Institutes/ Affiliated Institutes/ ALCs should collect the print out of ENROLLMENT OF PAPERS showing details of paper/s enrolled, date of examination, centre of examination, language selected and fee paid WITHIN 3 DAYS from the date of submission.

In case any discrepancy is found, the same should be rectified immediately and fresh PRINT OUT taken for record.

It will not be possible to make corrections at III for enrollments done through Associated Institutes/ Affiliated Institute/ ALC.

Please do not send examination entry forms directly to Insurance Institute of India, Mumbai. Forms sent directly to III will not be accepted. These may be returned to the candidate in due course only.

Foreign candidates are advised to register / enroll for Professional Examinations ONLINE. However the entry forms from foreign candidates will be accepted at III also for enrollment.

Note: Entries / enrollment may be accepted from candidates with late fee upto prescribed date for this purpose. Further delay will cause them to miss their chance to appear in the examination. To avoid such unpleasant situation due to postal delays, unexpected travels of candidates etc., we advise candidates to enroll ONLINE / through Associated Institutes well in time without waiting for their results.

□ **Pre-licensing test for Insurance Surveyors on behalf of IRDA**

Surveyors' entry forms will be accepted directly only at III. Candidates enrolled with IRDA are advised to download the entry form from website and forward the same duly filled in all respects, along with enclosures/demand draft for fee as prescribed by IRDA so as to reach III on or before the closing date declared by IRDA. III will not accept any incomplete form or the forms received after the closing date.

5. Requirement for passing the examination: Passing Marks for all the subjects/ papers of objective type MCQ (on-line/ Off-line) is 60% & above and duration of examination is 2 hours. However passing marks for all subjects/papers of descriptive type is 50% & above and duration of examination is 3 hours. If a candidate obtains at least 75% of the maximum marks in any subject, he/ she will be deemed to have passed with Distinction in that subject. Certificates / Diplomas will be issued to candidates only on their obtaining minimum required Credit Points and passing compulsory subjects. AIII and FIII Diploma will be awarded only after the candidates are duly elected as Associates and Fellows of the III as per bylaws of the Insurance Institute of India. The election application form is available on III website under diploma link. After passing the exam candidate has to download the election form and send hard copy duly filled in to III Mumbai for election as Associate / Fellow.

6. Time Limit: There is no time limit for passing the professional examinations of the III. However credit points will be valid only for five years from the date of passing the subject. After passing Associate examination validity of credit point for fellowship will be extended by two years.

For CPAIM examination candidates have to pass Basic Level within 18 months from the registration date and Intermediate Level within 18 months of passing Basic Level. Registration is valid for 5 years.

7. Time Table: The timetable of May / October examination shall be hosted on I.I.I. website www.insuranceinstituteofindia.com

“In the time-table, more than one paper may be slated for the same time. While submitting the entry form and selecting the subjects, the candidates must satisfy themselves that there is no clash in the timetable for the subjects chosen by them. In the event of a clash, candidates should select a different subject. No refund or carry forward of examination fees is permitted due to wrong or unsuitable selection. A candidate can appear for examination in one subject only in one session”.

The Board of Education reserves the right to alter and / or amend the dates, venue and programmes of the examinations. Such changes or alteration will be intimated to Associated Institutes and also posted in the website of the III. Candidates will not be

advised individually. No application for refund of the fee will be accepted on the ground of postponement or changes in the examination schedules.

8. **Admission Cards:** Admission cards (Hall Tickets) for offline examination will be available :
- i. On website www.insuranceinstituteofindia.com two weeks prior to the examination. Candidate can download the Examination Admission Cards (Hall Ticket) from website after login.
 - ii. On email id given by the candidates in their profile.
 - iii. With the Associated Institute/ ALC enrolling the candidate.
 - iv. With the Associated Institute of which the candidate is a member.

Details of the centre and venue for examination will also be available on the III's website 15 days prior to the date of Examination.

No hardcopy of hall ticket will be sent to candidate by post.

The candidates are requested to update their **mobile number** and **email-id** in the profile created by them to receive their Admission Cards / result and other information from III.

9. In case **candidates are unable to get Admission Card (Hall Ticket)**, they are requested to send the scanned receipt of payment of fee along with copy of print out of enrolled papers as mentioned in 4 (b)-(Note) above to mrm@iii.org.in for issuance of Admission Card. The Admission Card will be sent to the email through which the request has come to III.
10. **Certificate of Attendance:** A Certificate of Attendance will be issued to all candidates who appear at the listed centres, by the Presiding Officers or by the authorized Invigilators. No request for separate certificate will be entertained; either by the III or by the Associated Institute.
11. **Examination Centres:**
- (a) Examination will be held only at such places where satisfactory arrangements can be conveniently made for conducting the examinations and where there are sufficient numbers of candidates. Further, the Board of Education reserves the right to reduce the number of examination centres at its discretion.
 - (b) The list of proposed examination centres (Indian & Overseas) is available on our website www.insuranceinstituteofindia.com. There is however, **no assurance that the examination will necessarily be held in those centres.**
 - (c) While enrolling / submitting entry forms at Associated Institutes/ Affiliated Institutes/ ALCs, candidates are requested to mention the centre where they wish to be examined.

- (d) If the examination is not held at the centre or centres selected by the candidate, he will be allotted a centre nearest to the centre selected by him and candidate will be required to appear from that centre only.

12. General:

- (a) **Change of Centre:** The candidates can change the centre for examination ONLINE by using login without any charges during the period enrollment for that examination is open. However after enrollment date is closed, the candidates will have to pay prescribed charges for change of centre up to prescribed date. After that date no change will be allowed.
- (b) **Change of address:** Through login candidates can update their address for correspondence, Mobile Phone number, email id etc ONLINE.
- (c) **Withdrawal from Examination: 50% of the examination fees will be refunded if application for withdrawal from examination reaches the III's office, Mumbai, on or before the prescribed date given in the "Calendar of Important Dates". All such requests should be addressed and sent directly to the Insurance Institute of India, Mumbai and not through the Associated Institutes/ Affiliated Institutes/ ALCs. The requests can be sent through email to mmsatam@iii.org.in or spshinde@iii.org.in.**
- (d) **Change of Subject:** Candidates are allowed to change the subject enrolled up to a prescribed date only. One time Registration fee paid for enrolling for compulsory subject is not refundable in case that subject is changed to optional subject. However candidate will not be required to pay the fee again at the time of enrollment for compulsory subject of that level.
- After the prescribed date, no change of subject with or without late fee is permitted by III.**
- (e) **Candidates have to ensure that they satisfy the conditions of eligibility at the time of application. If found not eligible or not fulfilling criteria specified for appearing examination, he/ she may not be allowed to write the examination or his/ her paper may not be evaluated or the result may not be declared.**

13. Publication of Results:

- i. The examination results can be downloaded from the web site, normally in February for the October / November examination and in August for May examination.
- ii. **Subject wise result will be communicated to candidates through SMS and email on mobile number and email id available in their profile.**
- iii. Candidates will also be advised by Ordinary Post, the marks secured by them in the examination. The candidates, who do not receive the result intimation by the end of August for May examination and by the end of February for October / November examination, should send e-mail to mrm@iii.org.in.

- iv. Candidates can approach nearest associated institute to get printout of their result after providing registration number.
- v. For online examination result, candidates can see their score of marks immediately after the examination is over. However formal result will be declared and communicated to the candidates after the process is over i.e. approximately in a month.

14. Revaluation/Retotaling: The Institute has a revaluation/ retotaling system for its professional examinations, as follows:

The revaluation system is not available for Pre-licensing test for Insurance Surveyors and for Objective papers IC01, IC02, IC11, IC14.

Retotaling is available only for Offline papers IC01, IC02, IC11, IC14 and Pre-licensing test for Insurance Surveyors.

Revaluation: Revaluation/ Retotaling will be carried out only for those candidates who have failed in the examination.

Candidates who wish to take advantage of the facility of revaluation/ retotaling of marks should apply online **before the prescribed date.**

Revaluation/ Retotaling fees will not be refunded to the candidates even if he/she is declared pass in the subject applied for revaluation. **Request for Revaluation/ Retotaling of passed papers will not be accepted under any circumstances. Revaluation marks will be known to the candidates only if result changes from fail to pass. In case result remains as fail, the original marks will be retained.**

The candidates who have applied for revaluation can enroll / change the subject online within 10 days from the date of declaration of Revaluation/ Retotaling result.

15. Tuition Facilities: Effective Tuition Service is considered essential to prepare candidates for the III's examination at all levels. In view of this objective, many Associated Institutes and Accredited Learning Centres are arranging Oral tuition service as per their convenience normally after office hours or on holidays with the active involvement of experienced tutors. Candidates have to contact these institutes for the tuition facilities.

Membership of Local Institute: Candidates are required to become members of Associated Institutes as a pre-condition to opt for Oral Tuition Service.

e-Learning: In accordance with the needs of the changing times, the Institute has brought out an e-Learning module (in English) for Paper No.01, 02, 11 and 14. The module provides much beyond the course material in terms of web-links, blogs, self learning questions etc. To find out how to avail of the e-Learning facility and the fee, please visit III website.

16. Examination conditions: Candidates are **not permitted to keep books, notes, periodicals, mobile phones** etc. with them in the examination hall at the time of the examination and / or use of mathematical tables (except those supplied by the Institute for use in the examination hall by the candidates) etc. during the examination. Possession of the above mentioned or like items would be construed as adoption of unfair means. The use of simple calculator is permitted during the course of answering the paper. Scientific

calculators, programmable calculators, calculators on mobile devices etc. are not allowed. However, the Institute does not take any responsibility for providing such calculators. Further, the candidates are forbidden to write their names in the answer script or supplements. **Candidates may carry drinking water bottle for self-use.**

Candidates will be supplied (on request) the HANDBOOK ON FORMULAE AND TABLES FOR EXAMINATION – IC28 and IC82 STATISTICAL TABLES in the examination hall while appearing for paper no. 28,81 and 82 respectively.

17. Errors detected in Question Papers:

i. Multiple Choice Questions (100% questions to be attempted)

If 10% or more questions in a paper are declared to be erroneous, the paper would be considered as void and reexamination would be conducted for those candidates who have appeared for that paper. No additional fee for such reexamination will be charged from the candidates.

If the questions declared erroneous are less than 10% of the total number of questions, then the erroneous questions irrespective of the fact whether any candidate attempted those questions or not, will be removed from the total number of questions to be evaluated and the marks scored by the candidate would be proportionately calculated taking the remaining correct questions as 100.

ii. For Descriptive Papers: The question papers will be hosted on the website of Insurance Institute of India (within 7 working days) after conduct of examination. The candidates would be given 10 days time from the date of examination to place their grievances, queries and other comments on the question paper through email / letter. All relevant comments / suggestions / grievances shall be consolidated and placed before subject experts for consideration and guidance to the evaluators. The evaluation will be based on the guidance provided by the experts.

18. Issuance of Diploma: With the introduction of Credit Points System and start of online examinations for certain subjects, the system of declaring results and issuance of Certificate / Diploma is changed as detailed below.

- a. Results for examination will be declared subject wise. Marks sheet will be issued to candidates after declaration of result of that examination.
- b. Certificate / Diploma will be issued only twice a year to the candidates having qualified during:

1st January to 30th June: 1st Session

1st July to 31st December: 2nd Session

19. Students with disabilities:

Insurance Institute of India will try to accommodate the needs of students with disabilities of 40% or more if so desired by the candidates. The disability certificate issued by the competent medical Authority need to be submitted to Insurance institute of India.

- a. III will allow **visually challenged candidates** the assistance of a person who is not connected with Insurance Industry and has no previous knowledge of Insurance.

Such candidates need to arrange for a person meeting the above-mentioned criteria to mark the answers. Details of such person (Name, qualification, contact details mobile number, email id etc.) should be informed to III through email to spshinde@iii.org.in for approval. Such assisting person should also bring the photo identity with a photocopy of the same to be submitted at the examination centre.

To avoid any inconvenience at the venue of examination such candidates are advised to inform the details of helping person at least **ten** working days in advance of the examination so that the Presiding Officer of the centre may be advised to allow them to appear for the examination.

- b. **Physically Challenged (Differently able) Candidates:**

Full details regarding the nature of the disability and how it affects writing the examination must be submitted to Mr. S. P. Shinde Asstt. Secretary (Exams) (spshinde@iii.org.in) at least ten days before the examination. Arrangements will be made for the candidate depending on their disability.

20. Miscellaneous:

- a. The Board of Education is of the view that serious punishment should be awarded to candidates who resort to unfair means. Accordingly candidates who do so run the risk of being temporarily or permanently debarred from sitting at further examinations of the Institute by the Board of Education or the Authority empowered in this behalf.
- b. Where the Board of Education has reason to believe that unfair means have been adopted by a number of candidates individually or in concert at any examination centre or there has been mass copying or there has been leakage of question papers, the Board of Education may cancel the result of all the candidates who appeared at any centre or centres. This may not be specific to the location/ paper/ date/ session directly connected to the malpractice. The decision of the Board of Education in this respect shall be final and binding on the candidates.
- c. The Board of Education or the authority empowered in this behalf shall have the right:
 - (i) To disqualify a candidate who, they have reason to believe has received or given unfair assistance at the examination;
 - (ii) To cancel the result of such candidate in all or any of the papers of the examination at which he may have appeared;
 - (iii) To report his name to his employers/Institutions/Associated Institute and

- (iv) To take such other action against him as the Board / the Authority in its absolute discretion, deems fit. The decision of the Competent Authority shall be final and binding on the candidates concerned.
- d. The Competent Authority empowered to debar a candidate temporarily or permanently from sitting at further examinations of the Institute or to take any action as provided in clauses (a, b, c) above is the Dy. Chairman Board of Education.
- e. Any appeal against the decision of the Dy. Chairman Board of Education, can be made to the Board of Education, within three months from date of receipt by the candidate concerned of the communication conveying the decision.

The Chairman, Board of Education and or the Deputy Chairman, Board of Education, may from time to time, issue such instructions or directions as may be necessary to give effect to and carry out the provisions of these Regulations and in order to secure effective control over the candidates appearing and/opting to appear for the examination at any centre or centres as the circumstances and nature of the case may require.

NO APPEAL SHALL LIE AGAINST ANY DECISION OF THE BOARD OF EDUCATION.

21. **Liability of Insurance Institute of India:** Under any circumstances the liability of the Insurance Institute of India shall be limited to a refund of examination fee paid for the concerned examination.
22. **FOR SUBJECTS 01, 02, 11 AND 14 THERE WILL BE NO OFFLINE (PEN AND PAPER) EXAMINATION AT THE CENTRES WHERE ONLINE EXAMINATIONS ARE BEING CONDUCTED.**

List of online centres is available on our website www.insuranceinstituteofindia.com

23. **Alterations to Syllabus and Regulations:** The Board of education reserves the right to alter, amend or revoke from time to time, the time-table, syllabus and rules providing for all matters relating to the examinations and the fees payable by candidates.
24. All communications about these Regulations should be addressed to

The Secretary-General, Insurance Institute of India, Plot No.C-46, G-Block, Bandra Kurla Complex, Mumbai – 400 051.