

Examination Guidance

Examinations are marked against the **performance criteria** set out for each unit in the qualification. Candidates generally fail because they do not apply the **performance criteria** correctly or because do not fully understand the rules of the schemes on which they are being tested in the examinations. Centres and their candidates should familiarise themselves with the **performance criteria** contained in the 'Standards' for each unit.

Procedural Failure

- Where a candidate has not been entered for an examination by the entry closing date
- Where a candidate attempts an examination for which they have not been entered
- Where a candidate's personal 'candidate number' is missing or incorrect on the answer script
- Where a candidate's name appears anywhere on the answer script (e.g. where a letter is signed with a name other than 'AN Other').
- Where a candidate attaches calculation templates or letter templates to an answer script
- Where a centre has been proven to have followed incorrect formal procedures relating to the examination

Examination Failure

- Any of the case studies have not been attempted (**Section A**)
- Any of the requested letters have not been attempted (**Section B**)
- There are more than **three** errors against a specific performance category across all of the case studies (**Section A**)
- There are more than **three** errors against a specific performance category across all of the requested letters (**Section B**)
- There are more than **three** errors (regardless of performance category) for any of the case studies (**Section A**)
- There are more than **three** errors (regardless of performance category) for any of the requested letters (**Section B**)
- There are more than **six** errors (regardless of performance category) across all of the case studies and all of the requested letters (**Section A** and **Section B** combined)

<p>To avoid making <u>errors</u> in Case Studies (Section A – Calculations) candidates must:</p>	<ul style="list-style-type: none"> ➤ Use correct personal details from the members' records ➤ Show the full range of benefit options with regard to the scheme rules ➤ Apply scheme definitions accurately to calculate benefits ➤ Understand the statutory requirements for contracting out and know how to apply tax to short service benefits ➤ Set out calculations and determine factors according to accepted procedures ➤ Carry out calculations without any arithmetical errors ➤ Check and recalculate benefits where necessary to meet GMP statutory requirements ➤ Calculate and recognise when benefits exceed the Lifetime Allowance (LTA) ➤ Incorporate augmented and enhanced scheme benefits into calculations ➤ Recognise benefits which are payable to legal personal representatives or where the Trustees must use their discretion in determining the recipient(s)
<p>To avoid making <u>errors</u> in Letters associated with Case Studies (Section B – Letters) candidates must:</p>	<ul style="list-style-type: none"> ➤ Quote dates used and benefits calculated which match the values from the case studies ➤ Quote benefits which can be paid ➤ Quote benefit options and values in accordance with accepted procedures ➤ Quote complete and accurate information relating to the benefits in accordance with accepted procedures ➤ Provide information only which they are authorised to give and provide information that they are obliged to give ➤ Provide clear instructions to the addressee with regard to the response required
<p>How can candidates help themselves?</p>	<ul style="list-style-type: none"> ➤ Understand the three schemes being tested in the examinations ➤ Access previous papers (and answers) via the PMI website ➤ Practise answering previous papers under exam conditions ➤ Read previous 'Examiners Reports' and their associated appendices which explain why candidates sometimes fail to meet the required standards ➤ Read the 'Advice to Candidates' and 'Notice to Candidates' documentation sent prior to the examinations ➤ Consider using the on-line learning available from the PMI or attend one of the exam preparation events run by the PMI