

## REGULATIONS

1. The regulations are applicable for the following Examinations conducted by III.
  - Licentiate, Associateship & Fellowship.
  - Certificate in Foundation of Casualty Actuarial Science (Non-Life)
  - Specialized Diploma in Marine Insurance
  - Specialized Diploma in Fire Insurance
  - Specialized Diploma in Foundation of Casualty Actuarial Science (Non-Life)
  - Specialized Diploma in Health Insurance
  - Diploma and Advanced Diploma in Life Insurance Underwriting
  - Certificate Course on Compliance, Governance and Risk Management in Insurance.
  - Certified Insurance Anti-Fraud Professional (CIAFP)
  
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 (List of Associated Institute is available on III website under Affiliates menu-) 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 place of residence. **Foreign candidates can select any of the Associated Institutes in India, Financial Institutions Training Institute Ltd. (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.
  - (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
  
- (b) **Registration Fee:** Candidates registering for the Institute's examinations for the first time are required to pay registration fees. **Please note Life Membership fee is included in Registration fee.**

With effect from the October/ November, 2010 examination, it has

been decided to charge one time Registration fee 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 fee at Associate / Fellow level will not be required to pay any separate fees towards Diploma subsequently.

**The Registration Id will remain valid for all future examinations.**

4. **Enrollment for Examination:** When the results of an examination are announced, candidates appeared for the examination will be intimated through email / SMS at the email id / mobile no. registered with the Institute.

After the declaration of result of every session the marksheet is available in the candidates login till the change of next examination session.

**Candidates can enroll for the next examination using any of the following options:**

- i. **ONLINE** at III's website: [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com) (Refer to Help Desk Menu for more details on website) or
- ii. **Through Associated Institutes / Affiliated Institutes.**

**Foreign candidates are advised to register/enroll for Professional Examinations through ONLINE/Associated Institutes/Affiliated Institutes.**

**Pre-licensing test for Insurance Surveyors & Loss Assessors on behalf of IRDAI**

Candidates enrolled with IRDAI can apply for Surveyor Examination through online. Candidates can register/enroll and make payment for Surveyor Examination / Papers through online option available on III Website. For more details please refer to Examinations >> Surveyors Exam>> Help Manual Surveyors menu on website.

For enrollment & slot/subject booking please refer **Time table - Online Examination Schedule** or visit III website for more details.

5. **Requirement for passing the examination:** Passing Marks for all the subjects/papers of objective type Multiple Choice Question (MCQ) (On-line) is 60% & above. The duration of examination is 2 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 within a month after declaration of result.

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 Associateship Examination, validity of the credit points of the subject passed earlier (till accumulation of 250 credit points) shall remain permanent, however thereafter to qualify for Fellowship Examination, candidate must acquire additional 240 credit points (including compulsory papers) within a time limit of seven years.

7. **Time Table:** The Examination time table shall also be available on I.I.I. website: [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com).

The Board of Education reserves the right to alter and / or amend the dates. Such changes or alteration will be intimated to Associated Institutes and also posted on the website of III. Candidates will not be advised individually. No application for refund of the fees will be accepted on the ground of postponement or changes in the examination schedules

8. **Admission Cards:** On website [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com) two weeks prior to the examination. Candidate can download the Examination Admission Cards (Hall Ticket) from website after login.

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

**On-Line exam candidates can download their hall ticket at the time of slot booking.**

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

9. In case candidates are unable to get Admission Card (Hall Ticket), they are requested to send the scanned receipt of payment of fees along with copy of print out of enrolled papers to [mrm@iii.org.in](mailto: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 I.I.I.**

10. **Certificate of Attendance:**

However for the candidates who are enrolled to appear for online mode of examination, Center-in-charge or the Invigilator at the center shall affix rubber stamp and will also sign the hall ticket carried by the candidate to the examination venue. This shall be treated as one of the proof of candidate taking the examination.

No request for separate certificate will be entertained either by the I.I.I

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](http://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 candidates are requested to mention the centre where they wish to be examined.

**12. General:**

- (a) **Change of address:** Through login candidates can update their address for correspondence, mobile number, email id etc.
- (b) **Change of Subject:** Candidates are allowed to change the subject enrolled of same credit point only through online using their login, during the enrollment period 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 in future.

**After the closing of enrollment dates, no change of subject with or without late fee is permitted. For on-line exam, no change of subject is permitted after the last date of enrollment.**

- (c) 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 website, normally for and on-line exam after 20 days or within one month of last date of the examination schedule.
- ii. Declaration of result will be communicated to the candidates through SMS/email on registered mobile no/email id.
- iii. Candidates can approach nearest associated institute to get

printout of their result after providing registration id.

**Candidates can download the result printout by using their login id.**

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 completion of process and approval from Board of Education. (I.e. approximately within a month.)

**14. Retotaling: Retotaling is not available for online examination.**

**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 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:** Due to some technical issue the E-Learning facility has been discontinued from 1st January, 2021.

**eBooks:** Looking at the latest trends in the education and training field, III has taken initiative to convert its study courses into electronic books. E-book is a simple and easy form of learning which candidates can avail anywhere and anytime.

**Audio Versions:** As an additional learning aid, especially for visually challenged candidates of our country who want to appear for our examinations, III has prepared audio versions for some of the Licentiate and Associateship Study Courses.

At present audio version for the following subjects are available in English

IC-01	IC-29	IC-66	IC-76	IC-88	AS-03
IC-02	IC-39	IC-67	IC-81	IC-89	AS-05(iv)
IC-11	IC-47	IC-70	IC-84	IC-92	AS-05(v)
IC-14	IC-57	IC-74	IC-86	IC-99	

and audio version for the following subjects are available in Hindi.

IC-01	IC-14	IC-67
IC-02	IC-57	IC-70
IC-11	IC-66	IC-76

This facility is available to the visually challenged candidates without any cost.

- 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 & scientific calculator are permitted during the course of answering the paper. 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.

- 17. Errors detected in Question Papers:**

**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 re-examination would be conducted for those candidates who have appeared for that paper. No additional fee for such re-examination 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.

The candidates would be given **8 days' time from the date of examination** (Appearing for particular paper) to place their grievances, queries and other comments on the question paper through their login on III Portal on below link.

**Exam. Registration → Question Paper Related Query**

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 Certificates / 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. Certificate will be issued to the eligible candidates **within a month** on declaration of result.
- b. Diploma will be issued to the eligible candidates **within a month** on declaration of result.

**19. Candidates 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 uploaded on Insurance Institute of India website through candidate login id. Please note that such candidate will get 20 minutes (for every 1 hour of examination) grace time to complete the examination.

a. I.I.I will allow **visually challenged candidates** the assistance of a scribe who is not connected with Insurance Industry and has no previous knowledge of Insurance. However candidates should arrange for a scribe meeting the above-mentioned criteria and inform III.

b. **Physically Challenged (Differently able) Candidates:**  
**Candidate should furnish following details of scribe to mrm@iii.org.in. before due date.**

1. Details of scribe (Name, qualification, contact details mobile number, email id etc.)
2. Scan copy of Disability certificate issued by the competent medical authority need to be uploaded on III website.
3. Declaration from Candidate-Scribe is not connected with Insurance Industry and has no previous knowledge of Insurance.

Only receipt of above details candidate are allowed to appear for the exam with scribe. While appearing for the exam, candidate need to carry copy of the approval mail received from III office with all his/her original certificates of self-attested xerox copy, hall ticket and valid id proof.

To avoid any inconvenience at the venue of examination such candidates are advised to inform the details of scribe at least **10** working days in advance before the date of the

examination, so that the Presiding Officer of the centre may be advised to allow them to appear for the examination.

**20. Miscellaneous:**

- a. The Board of Education is of the view that serious punishment should be awarded to candidates who resort to unfair means in the examination. Accordingly candidates who do so run the risk of being temporarily or permanently debarred from examinations of the Institute by the Board of Education or the Authority empowered to do so.
- b. Where the **Competent Authority** 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 **Competent Authority** 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 **Competent Authority** in this respect shall be final and binding on the candidates.
- c. The **Competent Authority** 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 paper of the examination at which candidate appeared;
  - iii. To report candidate's name to his employers/ Institutions/ Associated Institute.
  - iv. To take such other action against candidate 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 examinations of the Institute or to take any action as provided in clauses (a,b,c) above .
- e. Any appeal against the decision of the **Competent Authority**, 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, 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.** In India and few of the overseas centers the Examination is conducted in online mode only.

**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.

**23.** All communications about these Regulations should be addressed to

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



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