

Examination Guidance for Employers / Centres

Examinations are marked against the performance criteria set out for each unit in the qualification. Learners 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.	
Procedural Failure	<ul style="list-style-type: none"> ➤ Where a learner has not been entered for an examination by the entry closing date ➤ Where a learner attempts an examination for which they have not been entered ➤ Where a learner's personal 'learner number' is missing or incorrect on the answer script ➤ Where a learner's name appears anywhere on the answer script ➤ Where a learner 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	<ul style="list-style-type: none"> ➤ Either of the case studies has not been competently attempted (Section A) ➤ The communication requirements for the draft letter have not been competently attempted (Section B) ➤ There are <u>more than</u> six errors in total across the case studies and draft letter (Section A and Section B combined)
To avoid easily avoidable <u>errors</u> for <i>Case Studies</i> (Section A – Calculations) learners must:	<ul style="list-style-type: none"> ➤ Use correct personal details from the members' records ➤ Show the full range of benefit options based on 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 benefits that impact a member's Lump Sum Allowance (LSA) or Lump Sum & Death Benefit Allowance (LS&DBA) and recognise when the available limits have been exceeded ➤ Incorporate special circumstances accurately into calculations (e.g. part-time service, enhanced accrual rates, transferred-in benefits, AVCs and augmentations) ➤ Recognise where lump sum death benefits are payable to legal personal representatives or where the Trustees must use their discretion in determining the recipient(s)
To avoid easily avoidable <u>errors</u> for <i>Draft Letter</i> requirements (Section B – Letters) learners must:	<ul style="list-style-type: none"> ➤ Ensure all data specified as needing to be communicated in the draft letter is accurately transcribed from the answering of your case study to your answer box ➤ Ensure any expected basic information not communicated in the draft letter is identified and detailed in your answer box ➤ Ensure any wrong information communicated in the draft letter is identified and corrected in your answer box

How can learners help themselves?	<ul style="list-style-type: none"> ➤ Fully understand the three schemes that could be 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 learners sometimes fail to meet the required standards) ➤ Read the 'Advice to Learners' documentation sent prior to the examinations ➤ Consider using the CPC Learning Materials (<i>including Case Studies</i>)
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