



## Academy of Life Underwriting

# Examination Registration and Administration

### Examination Registration

To register for one of the ALU examinations, please use the exam registration form attached to this document or download the ALU Examination Registration Form from the ALU website at [www.alu-web.com](http://www.alu-web.com). Complete the Examination Registration Form, paying particular attention to the Company Name and Address and Proctor sections. Submit the completed form, together with a completed ALU Order & Payment form and payment in full, to the Academy of Life Underwriting at the address shown on the ALU Order & Payment form. A completed Examination Registration Form is required for each student. Photocopies of the form may be used for additional students. Students may register for only one ALU exam per year. Incomplete forms, or forms submitted without payment will not be accepted.

Payment in full for the total amount of examination fees, textbooks and other charges must accompany the order. For students in the U. S. or Canada, payment may be made by credit card, company check or personal check. For students outside the U. S. or Canada, payment may be made by credit card or company check. American Express, MasterCard and Visa credit cards are accepted. If payment is made by check, please note that payment must be made in U. S. funds, and the check must be payable to the Academy of Life Underwriting.

Completed forms may be submitted to the ALU by mail, international courier service, facsimile transfer (fax) or as an attachment to email correspondence. If paying by check, mail or a courier service must be used. If paying by credit card, forms may be submitted by any method. If completed forms are submitted as an email attachment, the forms must be scanned and saved in a .pdf file format. We regret that forms submitted in other file formats cannot be accepted via email submission.

**Please note the Multi-Student registration forms. Companies with more than five students at one exam location are encouraged to submit exam registrations and textbook orders in one package using the Multi-Student registration Form. Please see the 'For Ed. Reps.' section of the ALU website at [www.alu-web.com](http://www.alu-web.com) for details.**

**Please note the registration and exam site selection procedures for remote underwriters and unaffiliated students. ALU students who write an exam at a site other than their company office must register using the "Remote Student" registration form, and are responsible for locating a suitable exam site and proctor. Details and appropriate forms may be found in the 'Remote Underwriters' section of the ALU website at [www.alu-web.com](http://www.alu-web.com).**

**If completed forms are submitted to the ALU via facsimile transfer (fax) or as email attachments, please do not mail the original forms as well. Exam registrations will be acknowledged with a**

registration confirmation letter. Textbook purchases will be acknowledged with the text shipment and a paid ALU receipt. The ALU administration office will make every effort to complete registrations and text orders promptly. Please do not call or email the ALU to confirm receipt of submitted forms unless an unreasonable amount of time has passed following submission.

### **Examination Fees**

#### **Fees for the ALU 101, 201 and 202 Examinations**

For students writing the exam in the U.S. or Canada

Registered by February 1, 2011           \$ 200.00

Registered February 2 to March 1, 2011 \$ 225.00

For students writing the exam outside the US or Canada

Registered by February 1, 2011           \$275.00

Registered February 2 to March 1, 2011 \$300.00

#### **Fees for the ALU 301 Examination**

For students writing the exam in the U.S. or Canada

Registered by February 1, 2011           \$ 225.00

Registered February 2 to March 1, 2011 \$ 250.00

For students writing the exam outside the US or Canada

Registered by February 1, 2011           \$300.00

Registered February 2 to March 1, 2011 \$325.00

### **Administration of Examinations**

ALU Examinations are administered at an exam site, usually a life insurance company office, supervised by an Exam Proctor acting on behalf of the Academy. ***It is the student's responsibility to ensure that arrangements are made for a qualified Exam Proctor, and to include the Proctor's name and contact information on the student's examination registration form.*** Examination registration forms that do not include Exam Proctor information cannot be processed. The proctor must be proficient in English. Management level executives or other individuals from the student's company with experience in administering professional exams, such as LOMA exams, qualify as proctors. If you would like the Academy to consider a proctor who does not meet these requirements, submit your request via letter or email to the ALU Administrator no later than February 1, 2011. Please include a description of his/her qualifications in the request.

Registration for the ALU Examinations closes on March 1, 2011. In the following weeks, the ALU Administrator will assemble the roster of students for each Exam Proctor and exam site. Approximately two weeks before the examination date, the ALU Administration Office will ship an exam package to each Exam Proctor. The exam package contains an examination and answer sheet for each student, plus instructions for the conduct of the examination. The Exam Proctor is asked to review the exam package at this point, and to contact the ALU Administration Office with any questions or irregularities. ***Students may sit for exams only from 9:00 AM to 12:00 noon, local time, on the examination date, April 19, 2011.*** All exams and answer sheets, including those for students who did not sit for the examination, must be returned to the ALU Administrator on the date of the exam. Examinations must be returned by a courier or registered mail service, so that shipment and delivery can be tracked. The ALU cannot offer make-up examinations for any reason. .

Students in the U.S. or Canada who are not housed in or near a company office, such as remote underwriters and unaffiliated students, are responsible for locating a suitable exam site and proctor

convenient to their place of business. Please see the "Remote Underwriters" page on the ALU website at [www.alu-web.com](http://www.alu-web.com) for details and registration forms. Students outside the U.S. or Canada may only write an ALU exam in their company office.

All questions concerning proctors or examination administration should be referred to the ALU Administration Office at [registrar@alu-web.com](mailto:registrar@alu-web.com).

### **Examination Grading**

All ALU Examinations consist of 100 multiple-choice questions, and are scored by a computer and optical scanner; hence, it is very important that students complete their answer sheets carefully. Grades for ALU Examinations 101, 201, 202 and 301 are published on a pass/fail basis. Individual candidates who have done particularly well on an examination are identified as having passed "with distinction". The Academy will not release the raw score of any examination, or a student's standing among a student group.

In order to clearly distinguish knowledgeable students, and yet not discourage average students or reward only those students with superior memorization skills, the ALU sets the pass/fail point for each examination at approximately 70% of students, allowing some flexibility to adjust for the overall difficulty of the examination. Students will pass "with distinction" if their grade is in approximately the top 5% of those candidates who sat for the examination.

### **Announcement of Exam Results**

Official ALU exam results letters will be mailed to each student at the student's business address by June 1, 2011. US and Canadian students should receive their notices within one week of this date; delivery to other locations may take longer. A provisional list of students passing ALU Examinations 101, 201, 202 and 301 will be posted on the ALU Website at [www.alu-web.com](http://www.alu-web.com) prior to June 1, 2011. Please note that the provisional student list posted on the ALU website is unofficial and may be subject to correction after publication; the student's exam results letter is the only official notice of exam results. **Please note that provisional exam results are posted on the website by ALU Student Exam Number, not by student name.**

The ALU Administration Office will not release examination results or student numbers by telephone or email. **Please do not call or email for exam results unless there has been an inappropriate delay in notification.**

### **Refunds and Extensions**

If a student is registered for an ALU Examination and does not sit for the examination on the exam date, the student is not eligible for a refund of the examination fee.

### **Refund Exceptions**

1. A refund of the examination fee, less a \$50.00 cancellation fee, will be made upon written request to the ALU Administration Office received no later than February 1, 2011.
2. A full refund of the examination fee will be made if the candidate terminated or suspended employment because of entry into the armed forces between the enrollment date and the examination date, upon written request to the ALU Administration Office.

Please note that textbooks are not returnable, and refunds will not be made for textbook purchases.

**Extension of Examination Registration**

If a student is unable to sit for an ALU examination on exam day due to serious illness or unforeseen emergency on that day, the student may apply for an extension of his/her exam registration after the exam date. If granted, the extension will allow the student to re-register for that examination the following year without payment of an additional exam registration fee. Written request with full explanation of the circumstances must be made to the ALU Secretary if an extension of enrollment is desired. The ALU Secretary will review each request and communicate a decision to the student and to the ALU Administration Office. If granted, an extension is valid for one year only.