

individuals participating in the course for their private or group study purposes. Please contact the instructor if you have any concerns related to session recordings.

Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation, or the participant has the prior written permission of the instructor.

Online Participation and Engagement

- Students are expected to participate and engage with content as much as possible
- Students can participate during the live class sessions by raising your hand on ZOOM or using the chat option to post a question. I plan to stop every once in a while during the live classes to check to see if any student has posted a question or has raised their hand. Students

What You Will Be Graded On

(a) Assignments

There will be 3 assignments requiring written answer questions where you show all your work. There will also be some questions that are designed to give you an introduction to the **spreadsheet computer program of Excel**. They are due on the following dates:

1	Wednesday, September 30	Due by 8:00 pm (Eastern Time Zone) on these dates
2	Wednesday, October 28	
3	Wednesday, December 2	

The assignments will be available on the Actuarial Science 2553A OWL web page approximately 1 week before the due dates.

Assignments are due by the start of class on the dates given above

Each assignment will contain a few computer Excel spreadsheet questions

There will be study notes included with assignment 1 to help get started on Excel.

(c) **Final Exam:**

The final exam will be scheduled for the December exam period. It will be a 3-hour exam covering the whole term, with emphasis on material covered since the midterm. It will be a combination of multiple choice and written answer questions.

For all in-class tests and the final exam, it is expected that:

An online proctoring system will be used (such as ProctorTrack)

We plan to make the exams available using OWL

We plan to give the exam synchronously to all students at the exact same time

For the tests and final exam, it will be open-book. You are encouraged to make use of lecture slides and the text when writing the exam. However, you must work independently. Before you begin each test, you will agree to an Honour Statement. I will be conducting response and cheating analysis after each quiz. Please honour the Honour Statement.

Policy on tests and examinations

Tests and examinations in this course may be conducted using the remote proctoring service, **Proctortrack**. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide personal information (including some biometric data) and the session will be recorded. More information about this remote proctoring service is available in the Online Proctoring Guidelines at the following link:

[https://www.uwo.ca/univsec/pdf/onlineproctorgui001-3\(2.11.4d\)0Gu44du3Tm0x11\(1\)6\(i\)/F111.04Tf1001](https://www.uwo.ca/univsec/pdf/onlineproctorgui001-3(2.11.4d)0Gu44du3Tm0x11(1)6(i)/F111.04Tf1001)

Across the Sciences Undergraduate Education programs, we strive to maintain high standards that reflect the effort that both students and faculty put into the teaching and learning experience during this course. All students will be treated equally and evaluated based only on their actual achievement. ***Final grades*** on this course, irrespective of the number of decimal places used in marking individual assignments and tests, will be calculated to one decimal place and rounded to the nearest integer, e.g., 74.4 becomes 74, and 74.5 becomes 75. Marks WILL NOT be bumped to the next grade or GPA, e.g. a 79 will NOT be bumped up to an 80, an 84 WILL NOT be bumped up to an 85, etc. The mark attained is the mark you achieved, and the mark assigned; requests for

Course OWL Web Page:

The web page will contain:

1. **Class notes**. I am hoping to make my class notes available before each class (they may not be ready until the day before the class however). This will save you time from having to write everything down during class time. Instead, what you will need to do is come to every class and add things that I write down in class (like solutions to examples) to your class notes.
2. Solutions to the textbook exercises
3. Old exams for you to practice (available about 2 weeks before the midterm/final exam dates)
4. Solutions to the tutorial tests
- 5.

The policy on Accommodation for Students with Disabilities can be found here:
https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf

The policy on Accommodation for Religious Holidays can be found here:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_religious.pdf

Learning-skills counsellors at the Student Development Centre (<http://www.sdc.uwo.ca>) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

Students who are in emotional/mental distress should refer to Mental Health@Western (http://www.health.uwo.ca/mental_health) for a complete list of options about how to obtain help.

Western University is committed to a thriving campus as we deliver our courses in the mixed model of both virtual and face-to-face formats. We encourage you to check out the Digital Student Experience website to manage your academics and well-being: <https://www.uwo.ca/se/digital/>.

What Do You Do if You Miss a Course Requirement Due to Illness or Special Circumstances?

If you are unable to meet a course requirement due to illness or other serious circumstances, you must seek approval for the absence as soon as possible. Approval can be granted either through a self-reporting of absence or Home