



Guide for candidates

# Introductory Certificate

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## Introduction

The APM Introductory Certificate in Project Management is for anyone who wishes to demonstrate a basic awareness of what project management comprises and how projects differ from normal work activities. No prior knowledge or experience in project management is required for this certificate, which covers 27 knowledge areas from the *APM Body of Knowledge 5th edition*.

The exam lasts 1 hour and you must answer 60 multiple choice questions.

Please take time to read and understand these guidance notes. They outline the exam regulations and will provide you with all you need to know about applying and taking the exam plus details on receiving your results.

### Exam study guide

There is a study guide available for this exam – Starting Out in Project Management. Details on purchasing this publication are available online at <http://www.apm.org.uk/startingout.asp>. The book provides close and direct support for the syllabus to the APM Introductory Certificate in Project Management.

## Applying for the exam

### Completing your application form

To apply to take an exam, you should complete a qualifications application form available from the APM qualifications department, an APM Accredited Provider or online at <http://www.apm.org.uk/qualifications.asp>.

You should complete all sections of the form and send it to the APM office no later than midday 5 working days before the exam date. We will not be able to process any applications received after this time.

When completing your application form, please ensure:

- you complete it in block capitals using black ink. Please be aware that all correspondence, including your results, will be sent to the nominated address on the form. Faxed or photocopied forms cannot be accepted.
- your exam date and venue is complete.
- your appropriate fees have been paid either through your Accredited Provider or directly to APM.
- your individual or corporate membership number, if applicable, is clearly stated.
- you have marked whether you are re-sitting an exam on the top of the form. If this is not indicated, you will automatically be charged the full exam fee.

Most candidates take the Introductory Certificate exam through an APM Accredited Provider who will advise you of the date, venue and timing of your exam.

Some candidates prefer to take their exams at an open exam centre. When you submit your form, the APM qualifications department will inform you of the date and venue of your exam.

## Taking the exam

### Exam rules

1. Attend the exam venue at least 20 minutes before the exam is due to start; no late arrivals will be permitted into the exam room.
2. Provide photo evidence of identity e.g. driving licence, passport, work or student ID.
3. Be familiar with the 'Rules of Conduct' in the exam room.
4. Remain in the room of the exam for at least the first 30 minutes and not leave during the last 15 minutes until all the papers have been collected. You should only leave the room in an emergency or if you have been excused or directed to leave by the invigilator.
5. Refrain from communicating with any other candidate or with any other person present in the room, except the invigilator, during the exam.
6. Refrain from behaviour that might cause annoyance to other candidates.
7. Refrain from smoking or eating (unless expressly permitted. Candidates need to advise the APM qualifications department of any special requirements at least 5 days prior to the examination date).
8. Refrain from bringing any written or printed material into the exam room; all books (excluding translations dictionaries, with prior permission from APM), bags, mobile phones, or other communication devices and other objects should be left where the invigilator directs.
9. Generally conduct themselves in a way which will make it possible for the exam to be carried out without hindrance or annoyance to other candidates or to the invigilator.
10. Return all exam paperwork to the invigilator before leaving the exam room.

### Exam procedure

1. The exam will last for 1 hour including reading time.
2. The question paper will contain 60 multiple choice questions.
3. You are required to answer all 60 questions.
4. A pro-forma answer sheet will be provided. Candidates are required to mark their answers onto the pro-forma answer sheet.
5. The pro-forma answer sheet must be completed using the pencil provided.
6. Each entry must be made with a horizontal line in the spaces provided and any errors should be removed using the eraser supplied.
7. You will receive an envelope with a test code and your unique candidate roll number; these numbers should be entered on your pro-forma answer sheet.
8. Candidates answer sheets will NOT be marked if your exam paper is not returned with your envelope and therefore will automatically fail.



### Completing your exam booklet

Please see over below a working example of how to complete your exam booklet and pro-forma answer sheet.

Example - APM Introductory Certificate – Examination Paper	
Candidate roll number	
Date of exam	
Location of the exam	
<div style="border: 2px solid #f4a460; padding: 10px; display: inline-block;"> <p><b>You will find this on the front of your examination envelope</b></p> </div>	

### General notes

Time allowed 1 hour

### Answer all 60 multiple choice questions

Use the pro-forma answer sheet provided

### Completing the pro-forma answer sheet

- Use HB pencil provided to complete the pro-forma answer sheet
- Each entry is to be made with a HORIZONTAL line in the spaces indicated
- Errors must be removed using a good quality eraser – as provided

### EXAMPLE

#### Registration number 004079

Candidate Registration Number					
<del>(0)</del>	<del>(0)</del>	(0)	<del>(0)</del>	(0)	(0)
(1)	(1)	(1)	(1)	(1)	(1)
(2)	(2)	(2)	(2)	(2)	(2)
(3)	(3)	(3)	(3)	(3)	(3)
		<del>(4)</del>	(4)	(4)	(4)
		(5)	(5)	(5)	(5)
		(6)	(6)	(6)	(6)
(7)	(7)	(7)	(7)	<del>(7)</del>	(7)
(8)	(8)	(8)	(8)	(8)	(8)
(9)	(9)	(9)	(9)	(9)	<del>(9)</del>

**Insert YOUR Candidate number here**

#### Test number S1001

Test Number						
(A)	(K)	(U)	(0)	<del>(0)</del>	<del>(0)</del>	(0)
(B)	(L)	(V)	<del>(1)</del>	(1)	(1)	<del>(1)</del>
(C)	(M)	(W)	(2)	(2)	<del>(2)</del>	(2)
(D)	(N)	(X)	(3)	(3)	(3)	(3)
(E)	(O)	(Y)	(4)	(4)		
(F)	(P)	(Z)	(5)	(5)		
(G)	(Q)		(6)	(6)		
(H)	(R)		(7)	(7)	(7)	(7)
(I)	<del>(S)</del>		(8)	(8)	(8)	(8)
(J)	(T)		(9)	(9)	(9)	(9)

**Insert YOUR Test Number here**

### EXAMPLE – MARKING ANSWERS

#### Right

~~(A)~~ (B) (C) (D)

#### Wrong

(A) (B) (C) ~~(D)~~  
 (A) (B) (C) (D)  
 (A) (B) ~~(C)~~ (D)

## Your results

### Marking

Examination papers are automatically marked using Optical Mark Recognition (OMR) software, one mark is allocated for each question answered correctly. All questions should be answered.

### Notification of results

Candidates will be advised of their results within 6 weeks of completing the examination. Results will be sent by post to the address indicated on the qualifications application form. Accredited Providers will also be notified of results, unless otherwise stated on candidates application form. Candidates will be graded on a pass/fail basis only.

Please note APM cannot give results over the telephone or via email.

### Appeals

You may appeal against the decision of the examining body on the grounds of bias, disregard of APM regulations, failure to consider relevant additional information provided or an administrative irregularity.

An appeal must be made in writing to the APM qualifications department. To help you provide the necessary information concerning an appeal, the appropriate form may be obtained from the APM qualifications department.

Your appeal must be received by the APM qualifications department no later than 15 working days of your exam date.

### Re-sits

In the event of a failed exam, we recommend you allow a three month interval for revision before re-sitting the exam. You can re-sit the exam earlier if you wish but we do not advise this.

Candidates may either re-sit through an APM Accredited Provider or register to attend one of the quarterly open exams. For more details visit our website <http://www.apm.org.uk/introductorycertificate.asp>

## Special arrangements

### Illness

If you are unable to attend your exam due to illness you must inform the APM Qualifications Department immediately. This should be done either through your Accredited Provider or directly to APM. A medical certificate signed by a doctor must be provided within 5 working days of the exam.

### Cancellations

If you withdraw from the exam between 1 to 5 working days (UK), or between 1 to 10 working days (international) before the exam, a cancellation fee will apply. Details of the cancellation fee are available from the APM Qualifications Department. If a candidate fails to attend the exam, the exam fee is payable in full.

### Dispensations

APM is committed to promoting a positive attitude towards people with special learning and physical needs. It has a great deal of experience in facilitating individual requirements and tailoring adjustments with the aim of removing any unfair disadvantage that the individual may encounter as a consequence of his or her medical condition.

Access to the facilities or arrangements described here can be granted to candidates with disabilities/learning difficulties who apply to the APM Qualifications Department. A dispensation may be allowed for candidates with a medical or physical condition that prevents them from completing the exam within the normal regulations.

All requests must be supported by a medical certificate or other relevant medical documentation from your GP or other relevant medical professional. This must be stated at the time of application. All medical evidence must be received by midday, at least, 5 working days before the exam, failure to do so will result in the dispensation not being granted.

### Extra time

Extra time is available if you have dyslexia or a medical requirement. The normal additional time is 15 minutes per hour of examination.

### Scribe

A scribe is someone to whom exam candidates can dictate their answers during the exam. Scribes can be made available to candidates who have dyslexia or difficulty writing. Such candidates will sit their exams in a separate room with their scribe who will also act as their invigilator. The scribe will be a representative of APM and will not have knowledge in the field of project management. Extra time will usually be given in instances when a scribe is used.

### Other aids/equipment available

Large print papers may be produced for partially sighted candidates or dyslexic candidates with prior arrangement with the APM Qualifications Department. Requests for large print papers must be received by midday at least 10 working days before the exam date.

Candidates may bring cushions, special seats and any other resting aids by prior arrangement with the APM Qualifications Department.

The above represents some of the steps which can be taken but is by no means exhaustive.

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