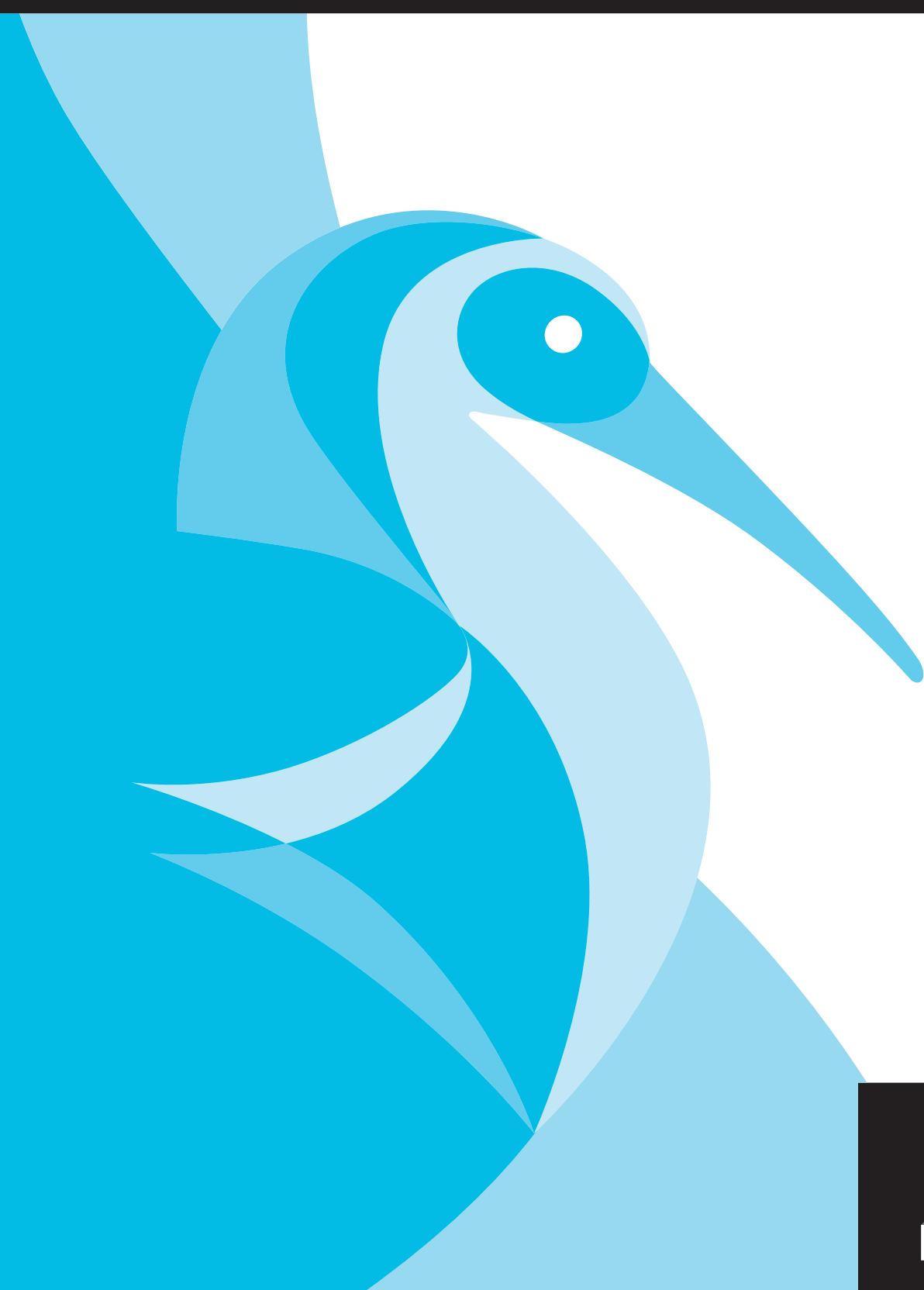




Guide for candidates

APMP



ACHIEVEMENT

<b>Introduction</b>	<b>3</b>
<b>Applying for an examination</b>	<b>3</b>
Completing your application form	3
<b>Taking the examination</b>	<b>4</b>
Examination rules	4
Examination materials	4
Examination procedure	5
Answering questions	6
Completing your examination booklet	7
<b>Your results</b>	<b>9</b>
Marking	9
Notification of results	10
Borderline results	10
Appeals	10
Re-sits	10
<b>Special arrangements</b>	<b>11</b>
Illness	11
Cancellations	11
Dispensations	11
Extra time	11
Scribe	11
Use of a PC	11
Other aids/equipment available	11

## Introduction

By choosing to take the APMP qualification, you have made an important decision in the development of your project management career.

APMP assesses the candidate's breadth of knowledge in all areas of project management from the strategic and commercial implications of their role, to the technical, commercial, organisational and people management topics required to participate successfully in a project team.

The APMP qualification is aligned with the International Project Management Association (IPMA) at Level D and its syllabus is based on the *APM Body of Knowledge 5th Edition*.

There are two examination routes for the APMP qualification:

- A three hour paper where candidates must answer ten from sixteen questions covering 37 syllabus topics

Or

- A two hour paper that recognises prior learning for PRINCE2® Registered Practitioner. In this paper candidates must answer six from ten questions covering 25 topics.

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

## Applying for an examination

### Completing your application form

To apply to take an examination, you should complete a qualifications application form which can be downloaded from our website: <http://www.apm.org.uk/qualifications.asp>.

When completing your application form, please ensure:

- the address on the form is the address you wish all correspondence to be sent to. Please be aware that all correspondence, including your results, will be sent to this nominated address.
- your examination date and venue is complete. Most candidates take APMP through an APM Accredited Provider who will advise you of the date, venue and timing of your examination. For those wishing to take their examination at an Open examination centre, please refer to our website for future dates and venue choice.
- 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. We need this information to apply any membership discount to the examination fee.
- if you are re-sitting the examination, you have completed the appropriate section of the form. If this is not indicated, you will automatically be charged the full examination fee.
- If you are taking the two hour paper that recognises prior learning for PRINCE2 Registered Practitioner, you must add your PRINCE2 candidate number and the date of your successful examination. Please note that on the date of your APMP examination, you must be a current PRINCE2 Registered Practitioner, having successfully completed the examination within the last 5 years.

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

## Taking the examination

### Examination rules

You must:

1. Arrive at the examination venue at least 20 minutes before the examination is due to start; no late arrivals will be permitted into the examination room.
2. Provide photo evidence of identity i.e. driving licence, passport, work or student ID.
3. Familiarise yourself with the 'Rules for Conduct' displayed in the examination room.
4. Remain in the examination room for at least the first 30 minutes and not leave during the last 15 minutes and 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 examination.
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 Customer Services 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 examination room; all books (excluding translation 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 examination to be carried out without hindrance or annoyance to other candidates or to the invigilator.
10. Return all examination paperwork to the invigilator before leaving the examination room.

### Examination materials

In preparation for taking your examination, you may bring with you:

- a non pre-programmable pocket calculator (with prior permission from APM, Customer Services department).
- a translation dictionary (with prior permission from APM, Customer Services department).
- coloured pens to annotate tables and diagrams.

Dictionaries and calculators will be checked by the invigilator before the examination commences.

**3 hour examination procedure**

If you are taking the three hour examination paper covering 37 topic areas of the syllabus, the examination procedure is as follows:

1. The examination will last three hours including reading time. You will be given an additional two minutes at the end of the examination to collate your papers.
2. The examination will contain sixteen questions and you are required to answer ten questions. If more than 10 questions are attempted, examiners will mark only the first ten attempted.
3. Each question carries equal marks (50 marks per question) and it is assumed equal time will be spent on each question.
4. Answers must be written on one side only of the A4 paper provided in pen (black or blue ink preferred).
5. You will receive an envelope with your candidate roll number; this must be entered onto each answer sheet submitted together with the question number and page number.
6. Candidate answer sheets will NOT be marked if your examination question paper is not returned with your envelope and therefore will automatically fail.

**2 hour examination procedure**

If you are taking the two hour paper that recognises prior learning for PRINCE2 Registered Practitioners covering 25 of the 37 topic areas of the syllabus, the examination procedure is as follows:

1. The examination will last two hours including reading time. You will be given an additional two minutes at the end of the examination to collate your papers.
2. The examination will contain ten questions and you are required to answer six questions. If more than 6 questions are attempted, examiners will mark only the first six attempted.
3. Each question carries equal marks (50 marks per question) and it is assumed equal time will be spent on each question.
4. Answers must be written on one side only of the A4 paper provided in pen (black or blue ink preferred).
5. You will receive an envelope with your candidate roll number; this must be entered onto each answer sheet submitted together with the question number and page number.
6. Candidate answer sheets will NOT be marked if your examination question paper is not returned with your envelope and therefore will automatically fail.

### Answering questions

Questions should be answered in full in a legible form (decisions regarding legibility will be made by APM and will be final). You should start each answer on a new sheet of paper and each sheet should be clearly marked at the top with your candidate number, the number of the question you are covering and the number of the sheet. Questions that require calculations should include each formula used and show workings as well as the final answer.

Please take note of key words in each question:

List:	A simple list of terms or phrases with no description or explanation of what each term or phrase is or means. Candidates are not required to give a structured sentence.
State:	A coherent single sentence that summarises, for each point, what something is or means.
Describe:	A clear description of what is understood by a term or phrase. Each point requires a short paragraph made up of more than one sentence.
Explain:	An explanation making clear the meaning and relevance of an idea or concept. Each point requires a paragraph made up of two or more sentences. It may be appropriate to provide examples or use diagrams to clarify your explanation. However if there are specific marks for examples or diagrams this will be explicitly stated in the question.
List and Describe:	Where a single question asks for a candidate to List and then Describe candidates should either: <ul style="list-style-type: none"> <li>■ List the number of points needed first and then describe them in a separate paragraph, or</li> <li>■ Use clearly defined sub-headings in the text to indicate the points listed.</li> </ul>

## Completing your examination booklet – 3 hour examination procedure

Please see below a working example of how to complete your examination booklet.



APMP – Exam paper	
Candidate reference number	
Date of exam	
Location of the exam	
Exam Paper Number	FP

You will find this on the front of your examination envelope

### General Notes

Time allowed **3 hours**

### Answer 10 questions

There are **16 questions**, each question carries equal marks

Use **ink**, not pencil, to answer all questions.

### On completion of the examination

- please collate your answer sheets into **question number order**
- complete the information below before inserting **this booklet** and your answers into the envelope provided

Question number	Number of pages	Office use only

Insert question number here

Insert the number of pages per question here


**Do not open this paper until instructed by the invigilator.**

**Please note:** This question paper must not be removed from the examination room.

## Completing your examination booklet – 2 hour examination procedure

Please see below a working example of how to complete your examination booklet.

**APMP for  
PRINCE2 Practitioner**



APMP – Exam paper	
Candidate reference number	
Date of exam	
Location of the exam	
Exam Paper Number	FP

**You will find this on the front of your examination envelope**

**General Notes**  
Time allowed **2 hours**

**Answer 6 questions**  
**There are 10 questions, each question carries equal marks**  
**Use ink, not pencil, to answer all questions.**

**On completion of the examination**

- please collate your answer sheets into **question number order**
- complete the information below before inserting **this booklet** and your answers into the envelope provided

Question number	Number of pages	Office use only

**Insert question number here**

**Insert the number of pages per question here**

**Do not open this paper until instructed by the invigilator.**

**Please note:** This question paper must not be removed from the examination room.

## Your results

### Marking

You will need to score a minimum of 55% overall to pass.

Each question carries a maximum of 50 marks and marks allocated are then doubled to arrive at a percentage. All the doubled marks are added together and this total is then divided by the number of mandatory questions to calculate the overall percentage.

### For the 3 hour examination

Below is a working example:

A Candidate scores the following marks on an APMP question paper:

25, 15, 31, 30, 32, 24, 28, 32, 29, 34

The scores for all 10 questions are added to make a total of 280

This total is then multiplied by 2 (to make 560) and divided by 10 (as 10 questions) to work out the candidates overall percentage i.e. this candidate's percentage would be 56%. This would be a pass.

### For the 2 hour examination

Below is a working example:

A Candidate scores the following marks on an APMP question paper:

27, 19, 31, 30, 33, 29

The scores for all six questions are added to make a total of 169

This total is then multiplied by 2 (to make 338) and divided by 6 (the number of questions) to work out the candidates overall percentage i.e. this candidate's percentage would be 338 divided by 6 = 56%. This would be a pass.

**Notification of results**

You will be notified of your results\*<sup>1</sup> by post, within 10 weeks of completing the examination.

You will receive notification of your total mark and the score achieved for each question. Candidates will be given feedback for any questions they have failed.

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

**Borderline results**

If your paper is a borderline fail (i.e. 2% below the pass mark), it will automatically be re-marked by another marker. Your paper and both the markers' scores will then be sent to the chief moderator for a final judgement.

**Appeals**

You may appeal against the decision of the examiners on the grounds of bias, disregard of APM regulations, failure to consider relevant additional information provided or an administrative irregularity\*<sup>2</sup>.

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

Your appeal must be received by APM Customer Services department no later than 15 working days after your examination date.

No appeal can be heard relating to the technical judgement of the examiners.

**Re-sits**

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

Candidates can either re-sit through an APM Accredited Provider or register to attend one of APM's open examinations. For more details visit our website <http://www.apm.org.uk/APMP.asp>

**Notes:**

\*<sup>1</sup> The overall pass rate is monitored regularly.

\*<sup>2</sup> Third party data: Submission of your application form expressly provides permission for APM to supply relevant details about your examination, including results, to your training provider and employer where applicable.

## Special arrangements

### Illness

If you are unable to attend your examination due to illness, you must inform the APM Customer Services 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 as soon as possible and no later than 5 working days after the examination date.

### Cancellations

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

### Dispensations

APM is committed to promoting a positive attitude towards people with 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 Customer Services department. A dispensation may be allowed for candidates with a medical or physical condition that prevents them from completing the examination 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. Details must be given at the time of application. All medical evidence must be received by midday, at least 5 working days before the examination. Failure to do so will result in the dispensation not being granted.

For example :

#### ■ Extra time

Extra time is available if you have dyslexia or another medical requirement. Typically, 15 minutes per hour is allowed.

#### ■ Scribe

A scribe is someone to whom examination candidates can dictate their answers during the examination. Scribes can be made available to candidates who have dyslexia or difficulty writing. Such candidates will sit their examinations 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 where a scribe is used.

#### ■ Use of a PC

PCs can be made available to dyslexic candidates or those with medical conditions who find it easier to type out their answers using a keyboard. If a PC is used, the candidate concerned will be expected to sit their examination in a suitable room away from other candidates. Such candidates must also have access to a printer. Examination answers will normally be written in Microsoft Word. Microsoft Excel or other packages allowing calculations cannot be used. Extra time is allowed for printing.

#### ■ Other aids/equipment available

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

Candidates may bring cushions, special seats and any other resting aids by prior arrangement with the APM Customer Services department.

The above list represents some of the special arrangements that can be made but is not exhaustive.

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