



Essential Information For Invigilators

**THE CHARTERED BODY FOR THE
PROJECT PROFESSION**



Introduction for Examination Invigilators

Association for Project Management (APM) conducts assessments that require examination invigilators. This document lays out the procedures, rules and regulations APM invigilators and approved Accredited Provider (AP) self-invigilators are required to adhere to, to ensure examinations are conducted rigorously and fairly.

Invigilators and self-invigilators must familiarise themselves with the information provided within this document before invigilating any of APM's examinations. A hard copy of essential information for invigilators will be circulated to all APM invigilators and AP self-invigilators and will also be available within examination packs.

General enquiries

Any enquires about the examination arrangements outlined in this document should be address to qualifications@apm.org.uk

Telephone enquires

Any urgent enquires regarding examination arrangements outlined in this document should be directed to APM qualifications team on 01844 271 680 or 0845 458 1944.

Appointment of APM examination invigilators

APM appointed invigilators must sign up to a contractual and new supplier agreement with APM. Each new invigilator must shadow an existing invigilator to ensure they understand the process and tasks involved whilst invigilating. For shadowing, the new invigilator, will be paid expenses.

Appointment of AP self-invigilators

AP self-invigilators that sign up to an accreditation AP self-invigilation agreement and are expected to have previous invigilation experience.



Examinations requiring invigilators

APM Qualifications:

Qualification Type	Style / Format	Length
Project Fundamentals (PFQ)	Paper / On-Line	1 hour
Project Risk Management Level 1 (RL1)	Paper	1 hour
Project Management for PRINCE2 Practitioners (PMQ2)	Paper	2 hours
Project Management (PMQ)	Paper	3 hours
Project Risk Management Level 2 (RL2)	Paper	3 hours 15 minutes
Project Professional (PPQ)	Paper	3 hours (x4)

Please note, separate information is available from the APM qualifications department for Project Fundamentals On-Line invigilating.

IPMA Qualifications:

Qualification Type	Style / Format	Length
IPMA Level D: Certified Project Management Associate	Paper	1 hour (part i)
IPMA Level D: Certified Project Management Associate	Paper	2 hours (part ii)
IPMA Level C: Certified Project Manager	Paper	2 hours

Important information

Invigilators will be provided with:

- Sealed examination papers for each registered candidate together with 5 spare examination papers (up to 20 papers) for late entries.
- A candidate list of attendees for all registered examination candidates.
- A card for each registered candidate detailing candidate name, candidate number and the examination test code.
- Invigilators report document.
- Essential information for invigilators document.
- A3 signage for the examination room.

Invigilators are required to:

- Attend the exam venue at least 45 minutes before the exam is due to start.
- Introduce yourself to the venue contact and make any necessary arrangements for relief periods during the examination (if required).
- Familiarise themselves with the emergency procedures of the venue.
- Display the 'Conduct of Examination and Right of Appeal' in a conspicuous place.
- Inform APM qualifications department if you are running late, have problems getting to or gaining entry to a venue.
- Check all candidates' photographic identification.
- Ask candidates to sign-in on the candidate list for attendees.
- Issue candidates with their candidate card, once candidates have signed in.
- Check PRINCE2 certificates at APM open examinations.



All candidate information will be captured on examination papers for the following qualifications; Project Management, Project Management for PRINCE2 Practitioners, Risk Level 2, Project Professional, IPMA Level D Qualifications (Part ii) and IPMA Level C qualifications and or on the candidate answer sheet for the following qualifications; IPMA Level D (Part i) Fundamentals and Risk Level 1 – please see examples below.

Candidates must complete the top section of the answer sheet for; Project Fundamentals and Risk Level 1 and IPMA Level D (part i) qualifications;

Answer Sheet



TEST NUMBER				
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

CANDIDATE NUMBER									
P									
P	0	0	0	0	0	0	0	0	0
	1	1	1	1	1	1	1	1	1
	2	2	2	2	2	2	2	2	2
	3	3	3	3	3	3	3	3	3
	4	4	4	4	4	4	4	4	4
	5	5	5	5	5	5	5	5	5
	6	6	6	6	6	6	6	6	6
	7	7	7	7	7	7	7	7	7
	8	8	8	8	8	8	8	8	8
	9	9	9	9	9	9	9	9	9

All Candidates

We look after your data carefully; please ask for our privacy policy or search www.apm.org.uk for more detail. We'd like to send you information about APM, project management and our products and services.

You can tell us how you'd like to receive information online or by calling us, and opt out at any time:

Yes please - I'd like you to keep me up to date

No thanks - only send me essential information

APM will supply relevant details about your examination, including results, to your training provider. Please enter the name of your current employer here:




Late Candidate Only

First Name

Surname

Email address

Marking Instructions:

1. Use a HB pencil
2. Rub out any errors thoroughly
3. Fill in your answers like this  NOT like this  or like this 
4. Mark one and only one box for each question row.



All candidates are required to complete the front section of their examination paper for the Project Management, Risk Level 2, Project Professional, IPMA Level D (part ii) and IPMA Level C qualifications;

ALL CANDIDATES MUST COMPLETE THIS SECTION	
APM shares your results with your training provider.	
If applicable, please enter your current employer here: <i>This is for statistical monitoring only and we will not share your personal details with your employer.</i>	
We look after your data carefully; please ask for our privacy policy or search for it at www.apm.org.uk for more detail. We'd like to send you information about APM, project management and our products and services. You can tell us how you'd like to receive information online or by calling us, and opt out at any time:	
<input type="checkbox"/> Yes please – I'd like you to keep me up to date <input type="checkbox"/> No thanks – only send me essential information	

UNREGISTERED CANDIDATES MUST ALSO COMPLETE THIS SECTION			
*First name		*Last name	
*Email address			
<i>*All are mandatory fields in order to process your examination script and issue your results</i>			

Invigilators should give candidates sufficient time to complete these details before starting the examination.

For late booked candidates, who are not registered and therefore will not appear on the candidate attendee list, invigilators must ask them to complete the late candidate details as per examples below.

UNREGISTERED CANDIDATES MUST ALSO COMPLETE THIS SECTION			
*First name		*Last name	
*Email address			
<i>*All are mandatory fields in order to process your examination script and issue your results</i>			

This information is essential as all results will be communicated to candidates by email. Candidates failing to complete these details will not receive their results.

In addition to handing out the examination papers, invigilators are required to hand out lined and squared paper for the Project Management, Risk Level 2 and Project Professional, IPMA Level D (part ii) and IPMA Level C Qualifications or candidate answer sheets and pencils for Project Fundamentals, Risk Level 1 and IPMA Level D (part i) qualifications.

All examination papers and squared and lined paper will be hole punched, and treasury tags will be provided to secure candidates' answer pages together with their examination booklet.

If you are a self-invigilator trainer you will have the opportunity to review and comment on the examination papers. Please feedback any queries or observations to qualifications@apm.org.uk



Before the examination

Examination packs will typically be sent out via courier and must be signed for on receipt.

On receipt of your examination pack, please check the candidate attendee list matches the candidates' names and reference numbers on the supplied candidate cards. If you find any discrepancies please contact the qualifications department.

Check that the examination booklet envelope is sealed and has not been tampered with. The examination booklet envelope must **not** be opened until **1 hour** before the examination is due to commence. If, at this time you find any abnormalities that could have an impact on the examination you **must** inform APM qualifications department immediately on 01844 271 680 or 0845 458 1944 or via email; qualifications@apm.org.uk or emergency (out of hours) 07930 905987

The examination pack will contain a bulk pack of squared and lined paper together with treasury tags (Project Management, Risk Level 2, Project Professional, IPMA Level D (part i) and IPMA Level C qualifications) or candidate answer sheets and pencils (Project Fundamentals, Risk Level 1 and IPMA Level D (part ii) qualifications). The contents have been checked before dispatch and will have a signed label, across the seal of the examination booklet envelope.

If the examination pack arrives before the examination day, it must be stored in a locked safe / cabinet and must not be opened or accessed by anyone other than the appointed invigilator for the examination.

The following materials will be supplied for your use during the examination;

- candidate attendee list (signing-in sheet) and any special dispensations list (containing confidential information) if applicable
- candidate cards with candidate numbers for each registered candidate
- invigilator/s record
- A3 'rules for contact and right of appeal and A3 'example of front sheet for displaying in the examination room
- A3 'key words' for display (PMQ / Risk Level 2 / PPQ, IPMA Level D (part ii) and IPMA Level C qualifications)
- qualification examination papers (for each registered candidate plus up to 5 spare papers for late comers (up to a maximum of 20 per invigilator)
- hard back envelope for candidate answer sheets (Project Fundamentals, Risk Level 1 and IPMA Level D (part i) examinations)
- pencils (Project Fundamentals, Risk Level 1, IPMA Level D (part i)
- squared and lined paper (Project Management, Risk Level 2, Project Professional, IPMA Level D (part ii) and IPMA Level C examinations)
- treasury tags (Project Management, Risk Level 2, Project Professional, IPMA Level D (part ii) and IPMA Level C examinations)
- wallet, elastic bands and security tag for returning completed and unused papers to APM
- plastic bag for posting the examination wallet back to APM



On the day of the examination

Invigilators must ensure that candidates:

- show photographic evidence of identity
- sign in, to confirm attendance, on the examination candidate list
- do not communicate with each other during the examination
- do not, unless expressly permitted by APM, bring any written or printed material into the examination room; and with the exceptions of translation dictionaries (with prior approval of APM) and APM's Project Risk Analysis and Management Guide for Risk Level 2 examination
 - PPQ candidates are permitted to bring up to 5 pages of prepared notes into the examination room. These must be left with their answer papers and cannot be removed from the examination room
- have writing materials, including coloured pens, and pocket calculators, which cannot be pre-programmed
- do not eat during the examination (unless express permission by APM has been given for food to be consumed by named candidate/s)
- do not leave the examination room within the first 30 minutes of the examination, save in exceptional circumstances, and with the permission of the invigilator. In order to avoid disturbing other candidates, candidates may not leave the examination room during the last 15 minutes of the examination, save in exceptional circumstances and with the permission of the invigilator. Any candidate who leaves the room during this time must have their script collected by the invigilator before they leave their desk. Once a candidate has had their script collected and left the room, they may not return
- do not enter the examination room once the examination has commenced

Venue Facilities

- The venues must have toilet facilities available.
- Drinking water should be available to candidates before and during the examination.
- All facilities should be available for up to half an hour before the examination and half an hour after the examination.

If invigilators are dissatisfied with the venue facilities please contact APM immediately.

The examination room

- The examination room must be light, well-aired and quiet; there should be no external distractions. If there are issues with the examination room, invigilators should report this to the venue contact in the first instance. If issues cannot be resolved, invigilators should report the issues immediately with APM's qualification department for resolution.
- There should be a clock available for your use in the examination room. The clock should be visible to all candidates.
- Your mobile telephone should be turned to silent but available for use, should you require assistance.



- Desks should be adequately spaced and facilities must be provided for the candidates to complete the examination and not be overlooked by others, it is recommended 1 metre apart.
- The invigilators should have space to store any bags, books mobile telephones or other items belonging to the candidates, which should be kept away from the candidates' desks.

During the examination

Invigilators should not leave the room, unless under prior arrangement with the venue contact or in emergencies. If possible, curtail any activity taking place in adjacent rooms or elsewhere that may be detrimental to the performance of the candidates, via the venue contact.

- Do not (unless advised by APM qualifications department, with the exception of the PRAM guide for Risk Level 2 and hand-written notes for Project Professional qualification) allow candidates to bring any written or printed material into the examination room.
- Do not allow candidates to eat during the examination (unless advised by APM qualifications department).
- Do not allow any extra time for special dispensations (unless previously advised by APM).
- Do not allow late arrivals into the examination room, once the examination has commenced.
- Walk around the room every 20 minutes for the duration of the examination.
- Give the candidates, at least, an extra 5 minutes to complete their administration at the end of the allowed examination time.
- Ensure all candidates have, at the end of the allowed examination time, secured their work together with the examination paper and treasury tag provided (PMQ, PPQ, Risk Level 2, IPMA Level D (part ii) and IPMA Level C qualifications).
- Do not distract the candidates in any way – for example, by using laptops during the examination.
- You may ask any candidate to leave the examination room, at any point, if you think this necessary to maintain proper conduct in the examination room; any such action, the reason for it, the time of the action and the time of the candidates return (if applicable) must be recorded on the invigilators record.

Emergency Procedures

- Invigilators are expected to familiarise themselves with the safety and fire procedures of the examination venue and fire escape routes.
- Invigilators must advise all candidates of these and in particular, draw their attention to the escape routes.
- Should it be necessary to evacuate the building, invigilators will oversee the evacuation of the examination room.



In case of disruption

- Note the time at which the examination was disrupted.
- Instruct candidates to leave their examination papers upside down, on their desks and not to discuss the examination with their fellow candidates.
- Accompany candidates to a safe place.
- When permission is given to re-enter the building, accompany the candidates into the examination room.
- Decide if the examination should be completed. If unsure how to proceed, invigilators should contact the APM qualifications department.
- Detail the time of the disruption, the details and when the examination was restated on the invigilator record.

In the event of an accident or emergency in the examination room (such as a candidate falling ill), the invigilator should inform the named contact at the venue. Should such an emergency disrupt the examination, the invigilator must ask the candidate to stop writing and then resume again when conditions have returned to normal. Additional time should be allowed, at the invigilators discretion, and a full account must be recorded on the invigilators record.

Examination procedures

Project Fundamentals Qualification / Risk Level 1 Qualification / IPMA Level D (part i)

1-hour multiple choice paper

0 minutes	<p>Advise candidates to read the instructions carefully and fill in their details on the front of the answer sheet.</p> <p>Advise candidates that they may start the examination.</p> <p>Throughout the examination, advise candidates at regular intervals, of the time remaining.</p>
+ 55 minutes	<p>Advise candidates that they have 5 minutes left to complete the examination.</p>
+ 60 minutes	<p>Tell the candidates to stop writing.</p> <p>Advise candidates they have 5 minutes to complete their administration; test code, candidate number and communications preferences.</p>
+ 65 minutes	<p>Collect all examination booklets and answer sheets, ensuring candidate details have been completed. Answer sheets should be inserted into the hard-backed envelope and examination booklets should be secured with the elastic band provided.</p>



Project Management Qualification - 3-hour short written answer paper

0 minutes	<p>Advise candidates to read the instructions carefully and fill in their details on the front of the examination paper.</p> <p>Advise candidates that they may start the examination.</p> <p>Throughout the examination, advise candidates at regular intervals, of the time remaining.</p>
+ 175 minutes	<p>Advise candidates that they have 5 minutes left to complete the examination.</p>
+ 180 minutes	<p>Tell the candidates to stop writing.</p> <p>Advise candidates they have 5 minutes to complete their administration; test code, candidate number, questions answered and communications preferences.</p>
+ 185 minutes	<p>Advise candidates to put the examination booklets and answer scripts in question order and secure with the treasury tag provided.</p> <p>Collect all examination booklets and answer sheets, ensuring candidate details have been completed and secure with elastic band provided.</p>

Project Management for PRINCE2 Practitioners / IPMA Level D (part ii) / IPMA Level C - 2-hour short written answer paper

0 minutes	<p>Advise candidates to read the instructions carefully and fill in their details on the front of the examination paper.</p> <p>Advise candidates that they may start the examination.</p> <p>Throughout the examination, advise candidates at regular intervals, of the time remaining.</p>
+ 115 minutes	<p>Advise candidates that they have 5 minutes left to complete the examination.</p>
+ 120 minutes	<p>Tell the candidate to stop writing.</p> <p>Advise candidates they have 5 minutes to complete their administration; test code, candidate number, questions answered and communications preferences.</p>
+ 125 minutes	<p>Advise candidates to put the examination booklets and answer scripts in question order and secure with the treasure tag provided.</p>



	Collect all examination booklets and answer sheets, ensuring candidate details have been completed and secure with elastic band provided.
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Risk Level 2 qualification – 3 hours and 15 minutes short written answer paper

0 minutes	<p>Advise candidates to read the instructions carefully and fill in their details on the front of the examination paper.</p> <p>Advise candidates that they may start the examination.</p> <p>Throughout the examination, advise candidates at regular intervals, of the time remaining.</p>
+ 190 minutes	Advise candidates that they have 5 minutes left to complete the examination.
+ 195 minutes	<p>Tell the candidate to stop writing.</p> <p>Advise candidates they have 5 minutes to complete their administration; test code, candidate number, questions answered and communications preferences.</p>
+ 200 minutes	<p>Advise candidates to put the examination booklets and answer scripts in question order and secure with the treasure tag provided.</p> <p>Collect all examination booklets and answer sheets, ensuring candidate details have been completed and secure with elastic band provided.</p>

Project Professional qualification – 3-hour essay based paper

-40 minutes	Advise candidates that they have 30 minutes to read the scenario (a separate copy is provided for this purpose). Candidates may annotate the scenario. A fresh copy will be provided with the question paper.
-10 minutes	Advise candidates that they have 10 minutes before the examination. They may exit the room but must not take any of the examination material with them.
0 minutes	<p>Advise candidates they must read the instructions carefully and fill in their candidate details on each sheet of answer paper and the front of the question booklet.</p> <p>Advise candidates they may start the examination.</p>



+180 minutes	Tell candidates to stop writing. Advise candidates that they have 5 minutes to complete their administration; test code, candidate number, questions answered and communications preferences. Advise candidates to put the examination booklets and answer sheets in question order and secure with treasury tag provided.
+ 185 minutes	Collect all examination booklets and answer sheets, ensuring candidate details have been completed and secure with elastic band provided.

For mixed examinations which include candidates for the Project Professional qualification, candidates will be required to arrive 20 minutes before the start of the time allowed for scenario reading. A 10-minute break will follow the scenario reading time to allow other examination taking candidates to enter the examination room. The examination room must be shut for the duration of the reading time any late candidates will not be permitted to enter the room.

Enquires, complaints and appeals.

By sitting the examination, candidates are confirming that they are fit to do so; no appeals will be heard concerning a candidate's wellbeing during the examination.

Enquiries can be made regarding examination conditions and re-marking of assessments. The examination conditions enquiry will only be accepted if the issue has been declared at the time of the examination or via the post examination survey. There is a charge for the re-marking of assessments.

Complaints can be made regarding dis-satisfaction with the standard of service from APM or a candidates Accredited Provider.

Appeals will only be heard on the grounds that procedures and processes have not been applied consistently or fairly. There is a charge for all appeals which is refunded if the appeal is upheld. No appeal can be heard on grounds of technical judgement. All appeals must be heard by the Appeals Panel whose decision is final.

An enquiry, complaint or appeal must be made in writing to the APM Qualifications Department and be received no later than 30 days after the dispatch of results.



After the examination

Returning the examination papers

Please ensure the documents, detailed on page 5 are returned to the APM in the supplied wallet. Please ensure that all examination papers are returned to APM no later than the next working day after the examination, to the address below via **special delivery** or **Courier**.

Association for Project Management

Ibis House

Regent Park

Summerleys Road

Princes Risborough

Bucks

HP27 9LE