Instructions to Examination Invigilators

APM Project Fundamentals Qualification.

APM Project Management Qualification.

APM Project Management Qualification for registered PRINCE2® Practitioners.

APM Project Professional Qualification.
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Introduction for Examination Invigilators

The Association for Project Management (APM) is responsible for the allocation of invigilator duties. This document covers Association for Project Management’s examinations as listed below.

Both APM appointed invigilators and invigilators acting under self-invigilation agreements with APM should ensure that they are familiar with the instructions within this document.

APM Project Fundamentals Qualification 1 hour multiple choice paper
APM Project Management Qualification for Registered PRINCE2 Practitioners 2 hour written paper
APM Project Management Qualification 3 hour written paper
APM Project Professional Qualification 3 hours written paper

Important information

Invigilators will be provided with:

- All examination papers will be packed together in one sealed examination booklet envelope
- A list of examination candidates
- A card for each candidate detailing candidate name, candidate number and test code

Invigilators will be required to:

- Check candidate photographic identification
- Ask candidates to sign-in on the candidate list of attendees
- Issue candidates with their candidate card (once they have signed in)

All candidate information will be captured on examination papers for APM Project Management Qualification, APM Project Management Qualification, APM Project Management Qualification for Registered PRINCE2 Practitioners, APM Project Professional Qualification or on the candidate answer sheet for APM Project Fundamentals Qualification – please see examples below.

All candidates are required to complete the front section of their examination paper, for APM Project Management Qualification, APM Project Management Qualification for Registered PRINCE2 Practitioners, APM Project Professional Qualification and the top section of their candidate answer sheet for APM Project Fundamentals Qualification, see examples below. Invigilators should give candidates sufficient time to complete these details before commencing with 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. 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 approximately 25 sheets of lined paper for APM Project Management Qualification, APM Project Management Qualification for Registered PRINCE2 Practitioners, APM Project Professional Qualification and an answer sheet and pencil for APM Fundamentals Qualification.
All examination papers 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 assessmentreview@apm.org.uk

Project Fundamentals Qualification – example of answer sheet to be completed by candidates.

APM Project Management Qualification, APM Project Professional Qualification – example of examination paper information to be completed by candidates.
Before the examination day

Invigilators
On receipt of your examination package, please check the candidate attendee list matches the candidate’s names and reference numbers on the supplied candidate cards. If you find any discrepancies please contact the qualification department.

Check that the examination booklet envelope is sealed and that this 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 abnormality, that could have an impact on the examination, you must inform APM qualifications department immediately - 01844 271680 / 07930 905987 or via email; qualifications@apm.org.uk.

Examination packages must be stored in a safe, secure place.

The examination package will contain a bulk pack of lined paper and treasury tags (Project Management Qualification, APM Project Management Qualification for PRINCE2 Practitioners, APM Project Professional Qualification) or candidate answer sheets and pencils (APM Project Fundamentals Qualification). The contents will have been checked before leaving APM and will have a label, across the seal of the examination booklet envelope, which will have been signed by a member of the qualifications department.

The following materials will be supplied to you for use in the examination:

- candidate attendee list (signing-in sheet) & special requirements list (containing confidential information) if applicable
- candidate cards (with candidate numbers) for each registered candidate
- invigilator’s record
- A3 “rules for conduct and right of appeal” & A3 “example front sheet” for display
- A3 “key words” for display
- qualification examination papers (papers for registered candidates + up to 5 spare papers)
- hard backed envelope for candidate answer sheets (APM Project Fundamentals Qualification)
- APM pencils (APM Project Fundamentals Qualification)
- lined paper (APM Project Management Qualification, APM Project Management Qualification for PRINCE2 Practitioners, APM Project Professional Qualification)
- treasury tags (APM Project Management Qualification, APM Project Management Qualification for PRINCE2 Practitioners, APM Project Professional Qualification)
- wallet, elastic band and security tag for return of completed and all unused papers to APM
- plastic bag for posting exam wallet back to APM
On the day of the examination

Invigilators shall 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)
- 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 candidates),
- do not leave the examination room within the first thirty 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 fifteen 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 to the examination room,
- do not enter the examination room once the examination has commenced,

If Invigilators have any questions or queries on the day of the exam they should contact APM qualifications department immediately on 01844 271680 or emergency out of hours on 07930 905987.

Rules for Invigilators

1. Attend the exam venue at least 45 minutes before the exam is due to start.
2. Introduce yourself to the venue contact and make any necessary arrangements for relief periods during the examination (if required).
3. Familiarise yourself with the emergency procedures of the venue.
4. Display the ‘Conduct of Examination and Right of Appeal’ in a conspicuous place.
5. Inform the APM qualifications department if you are running late, have problems getting to or gaining entry to a venue.
The examination room

1. The examination room must be light, well-aired and quiet; there should be no external distractions.
2. There should be a telephone and a clock available for your use in the examination room. The clock must be visible to all candidates.
3. The desks should be adequately spaced and facilities must be provided for the candidates to complete the examination and not be overlooked by others.
4. The invigilator should have space to store any bags, books, mobile telephones or other items belonging to the candidates but not permitted in the examination.

Facilities

1. The venue should have washroom and toilet facilities available.
2. Drinking water should be available to candidates before and during the examination.
3. All facilities should be available for up to half an hour before the examination and half-an-hour afterwards.

If you are dissatisfied with the venue requirements please contact APM immediately.

Before the examination commences

1. Ask candidates to place all their belongings in a suitable place away from their desks.
2. Verify the identity and ask candidates to sign in on the attendance record / signing in sheet provided. Candidates must provide photo evidence of identity e.g. driving licence, passport, work or student ID.
3. Advise candidates of the length of the examination and what time it is due to commence.

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 considered to be detrimental to the performance of the candidates via the venue contact.

1. Do not (unless advised by APM qualifications department) allow candidates to bring any written or printed material into the room of the examination.
2. Do not allow candidates to eat during the examination (unless advised by the APM qualifications department).
3. Do not allow any late arrivals into the examination room once the examination has commenced.
4. You may ask any candidate to leave the examination room, at any time, 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 candidate’s return (if applicable) must be recorded in writing.
5. Do not distract candidates in any way - for example by using laptops during the examination. (Invigilators should ensure that mobile phones are switched off or on silent).
6. Walk around the room at least every 20 minutes for the duration of the examination.
7. Give the candidates an extra 5 minutes to complete administration and candidate details.
8. Ensure all candidates have completed their personal information.
9. Ensure all candidates secured their work together with the examination paper with the treasury tag supplied (APM Project Management Qualification, APM Project Management Qualification for PRINCE2 Practitioners Qualification, APM Project Professional Qualification).
Emergency procedures

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

In case of disruption

1. Note the time at which the examination was disrupted.
2. Instruct candidates to leave their examination papers upside down on their desks and not to discuss the examination.
3. Accompany candidates to a safe place.
4. When permission is given to re-enter the building, accompany the candidates into the examination room.
5. Decide if the examination should be completed. If unsure how to proceed the invigilator should contact the APM qualifications department.
6. Detail the interruption and any recommendation in the invigilator’s record which should be returned to APM.

In the event of 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 candidates to stop writing and then resume again when conditions have returned to normal. Additional time should be allowed, at the invigilator’s discretion, and a full account and appropriate comments must be recorded on the invigilator’s record.
## Examination procedures

### APM Project Fundamentals Qualification – 1 Hour

<table>
<thead>
<tr>
<th>Time</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 minutes</td>
<td>Advise candidates that they must read the instructions carefully and fill in their candidate details on the answer sheet provided (in pencil). Advise candidates that they may commence the examination. Throughout - advise candidates at regular intervals of the time remaining.</td>
</tr>
<tr>
<td>+ 55 minutes</td>
<td>Advise candidates that they have 5 minutes left to complete the paper.</td>
</tr>
<tr>
<td>+ 60 minutes</td>
<td>Tell candidates to stop writing. Advise candidates they have up to 5 minutes to complete their administration i.e. test number and candidate reference number.</td>
</tr>
<tr>
<td>+65 minutes</td>
<td>Collect all examination booklets and answer sheets, ensuring candidate details have been completed. Answer sheets should be inserted into the hard backed envelope and used examination booklets should be secured with the elastic band provided.</td>
</tr>
</tbody>
</table>

### APM Project Management Qualification for PRINCE2 Practitioners – 2 Hours

<table>
<thead>
<tr>
<th>Time</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 minutes</td>
<td>Advise candidates that 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. Advise candidates that they may commence the examination. Throughout - advise candidates at regular intervals of the time remaining.</td>
</tr>
<tr>
<td>+ 115 minutes</td>
<td>Advise candidates that they have 5 minutes left to complete the paper.</td>
</tr>
<tr>
<td>+ 120 minutes</td>
<td>Tell candidates to stop writing. Advise candidates they have 5 minutes to complete their administration i.e. candidate reference number and questions answered. Advise candidates to put the examination booklets and answer scripts in question order and secure with treasury tag provided.</td>
</tr>
<tr>
<td>+125 minutes</td>
<td>Collect all examination booklets and answer scripts, ensuring candidate details have been completed and secure with elastic band provided.</td>
</tr>
</tbody>
</table>
### APM Project Management Qualification – 3 Hours

<table>
<thead>
<tr>
<th>Time</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 minutes</td>
<td>Advise candidates that 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.</td>
</tr>
<tr>
<td></td>
<td>Advise candidates that they may commence the examination.</td>
</tr>
<tr>
<td></td>
<td>Throughout - advise candidates at regular intervals of the time remaining.</td>
</tr>
<tr>
<td>+ 175 minutes</td>
<td>Advise candidates that they have 5 minutes left to complete the paper.</td>
</tr>
<tr>
<td>+ 180 minutes</td>
<td>Tell candidates to stop writing.</td>
</tr>
<tr>
<td></td>
<td>Advise candidates they have 5 minutes to complete their administration i.e. candidate reference number and questions answered.</td>
</tr>
<tr>
<td></td>
<td>Advise candidates to put the examination booklets and answer scripts in question order and secure with treasury tag provided.</td>
</tr>
<tr>
<td>+ 185 minutes</td>
<td>Collect all examination booklets and answer scripts, ensuring candidate details have been completed and secure with elastic band provided.</td>
</tr>
</tbody>
</table>

### APM Project Professional Qualification – 3 Hours

<table>
<thead>
<tr>
<th>Time</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30 minutes</td>
<td>Candidates pre-reading of case study</td>
</tr>
<tr>
<td>0-5 minutes</td>
<td>Candidates / invigilator comfort break before commencing the examination</td>
</tr>
<tr>
<td>0 minutes</td>
<td>Advise candidates that 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.</td>
</tr>
<tr>
<td></td>
<td>Advise candidates that they may commence the examination.</td>
</tr>
<tr>
<td></td>
<td>Throughout - advise candidates at regular intervals of the time remaining.</td>
</tr>
<tr>
<td>+ 175 minutes</td>
<td>Advise candidates that they have 5 minutes left to complete the paper.</td>
</tr>
<tr>
<td>+ 180 minutes</td>
<td>Tell candidates to stop writing.</td>
</tr>
<tr>
<td></td>
<td>Advise candidates they have 5 minutes to complete their administration i.e. candidate reference number and questions answered.</td>
</tr>
<tr>
<td></td>
<td>Advise candidates to put the examination booklets and answer scripts in question order and secure with treasury tag provided.</td>
</tr>
<tr>
<td>+ 185 minutes</td>
<td>Collect all examination booklets and answer scripts, ensuring candidate details have been completed and secure with elastic band provided.</td>
</tr>
</tbody>
</table>
Rules for appeal

Enquiries, 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. If there are extenuating circumstances you feel would impair your performance please speak to your Accredited Provider or APM direct for open examinations, to rebook.

Enquiries can be made regarding examination conditions and will only be accepted if the issue has been declared at the time of the examination or via the post examination survey.

Complaints can be made regarding dis-satisfaction with the standard of service from APM or your 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. All appeals must be heard by the Appeals Panel whose judgement 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 your results. To help you provide the necessary information concerning an appeal, the appropriate form may be obtained from the APM qualifications department.

After the examination

Returning the examination papers

Please ensure the following documents, detailed on page 5 are returned to the APM in the supplied wallet.

Please ensure that all examination packs are returned to APM HQ immediately after the examination or at the earliest opportunity, to the address below via special delivery or Courier.

Association for Project Management  
Ibis House  
Regent Park  
Summerleys Road  
Princes Risborough  
Bucks  
HP27 9LE

Contact Telephone Number Qualifications: 01844 271680

Emergency Out of Hours contact telephone number: 07930 905987

Qualifications email address: qualifications@apm.org.uk