



# Instructions to examination self-invigilators

APM Project Fundamentals Qualification online

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## **Introduction for examination self-invigilators**

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

APM Project Fundamentals Qualification online - 1 Hour multiple choice examination.

### **Self-invigilators shall ensure that candidates:**

- show photographic evidence of identity.
- 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; with the exception of translation dictionaries (with prior approval of APM).
- do not eat during the examination (unless express permission by APM has been give for food to be consumed by named candidate/s).
- do not leave the examination room within the first thirty minutes of the examination, save in exceptional circumstances, and with the permission of the self- 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 self-invigilator.
- do not enter the examination room once the examination has commenced.

## On the day of the examination

If self-invigilators have any questions or queries on the day of the exam they should contact the accredited provider holding the examination. If they need assistance with the online portal they should contact 01844 271680 or 07930 905987 out of hours.

## Rules for self-invigilators

**Please note:** All self- invigilators must have access to email to enable them to send the required examination confirmation email to APM at the end of the examination.

1. Attend the exam venue at least 30 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.

## 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. A timer on screen shows elapsed time throughout the exam.
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 self-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

1. Ask candidates to place all their belongings in a suitable place away from their desks.
2. Verify the identity of each candidate. Candidates must provide photo evidence of identity e.g. driving licence, passport, work or student ID.
3. Instruct candidates to log in to the exam portal on arrival  
URL: <https://ondemand.questionmark.eu/delivery/perception.php?customerid=601315>
4. Tell candidates that they will see IC online available to them when they log in.

## Questionmark Perception operating instructions

1. Wifi access must be via fast broadband connection. Self-invigilators must ensure that the wifi connection is working and that they are able to tell candidates the code or password to log in to the internet connection. Self-invigilators should ask the venue staff for this information.
2. Laptops or PCs provided by the accredited provider must have Questionmark Perception downloaded and working. Check with each candidate that they have Questionmark Perception on their laptop if using their own machine.

**The following advice should be given verbally to all candidates once they are logged into Questionmark, ready to start the exam.**

- Questionmark Perception locks the screen in use and prevents candidates from navigating away from the examination screen throughout the assessment.
- After clicking IC online they will see the data protection questions and be asked to input the name of their employer (if applicable).
- Candidates should then click continue and the exam welcome screen and instructions is shown on the next screen.
- The timer will only start when they see the first question on screen.
- Candidates are able to change the font size on screen by clicking the symbol at top right of screen.
- Candidates can change contrast to blue background & yellow text by clicking symbol next to font size.
- Navigation bar shows progress. Questions can be flagged electronically to remind the candidate to return to the question to check their answer, (this is done by using the 'flag' icon on screen) and candidates can navigate through the test using the bar.
- Candidates can review their answers and change them if they wish before submitting.
- At the end of the examination candidates must click 'submit' and the system will ask for confirmation that they are ready to submit.
- Once candidates have submitted their answers, they cannot go back.
- Candidates will receive result indication at the end of the examination and formal verification from APM within 3 working days.

## During the examination

Self-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. Candidates are permitted to bring and use their own laptop.
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 the examination confirmation email.
5. Do not distract candidates in any way. Self-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.

## Emergency procedures

1. Self-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 self-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 self-invigilator will oversee the evacuation of the examination room.

## In case of disruption

1. In the event of accident or emergency in the examination room (such as a candidate falling ill), the self-invigilator should inform the named contact at the venue. Should such an emergency disrupt the examination, the self-invigilator must ask the candidates to click the on/off button of their computer to close the browser and then log in again when conditions have returned to normal. Additional time will not be needed the system will calculate this automatically. If there is no time for candidates to switch off the self-invigilator must contact APM to advise of the disruption. The exam will be re-set, and candidates will need to re-start the exam from the beginning.
2. Note the time at which the examination was disrupted.
3. If candidates were able to close their browsers the examination will re-start at the point they left it. In an emergency candidates should evacuate the room and the self-invigilator should contact APM for instruction on how to manage the examination.
4. Accompany candidates to a safe place.
5. When permission is given to re-enter the building, accompany the candidates into the examination room.
6. Decide if the examination should be completed. If unsure how to proceed, the self-invigilator should contact the APM qualifications department.
7. Detail the interruption and any recommendation in an email to [pfq.online@apm.org.uk](mailto:pfq.online@apm.org.uk)

## Examination procedures

### APM Project Fundamentals On line - 1 hour

<p>Before the examination starts</p>	<ul style="list-style-type: none"> <li>If candidates are using their own machine this download information must be given to them in advance. The download is quick and required only once on each computer used for APM Project Fundamentals online.</li> </ul> <p>URL for download:  <a href="https://www.questionmark.com/secure/Pages/default.aspx">https://www.questionmark.com/secure/Pages/default.aspx</a></p> <p>To verify that Questionmark Secure has downloaded correctly, please try out a secure assessment which will be found on the web page.</p> <ul style="list-style-type: none"> <li>Advise candidates that they must open the examination portal in their internet browser at:  <a href="https://ondemand.questionmark.eu/601315/perception">https://ondemand.questionmark.eu/601315/perception</a></li> </ul> <p>Log in with their username (email) and password as provided by the accredited provider.</p> <p>Read the instructions carefully on screen. The examination timer will not start until they see the first question on screen.</p> <ul style="list-style-type: none"> <li>Advise candidates when they may commence the examination.</li> </ul>																
<p>At the end of the examination</p>	<p>Advise candidates to ensure they have submitted their answers. They will have received a result indication on screen. Verification will be sent by APM within 3 working days.</p> <p>At the end of the examination the self-invigilator must email: <a href="mailto:pfqonline@apm.org.uk">pfqonline@apm.org.uk</a> to confirm that all candidates have completed the examination and that no irregularity has occurred. This email must be sent as soon as all candidates have submitted their test and before the self- invigilator leaves the examination centre and must contain the following information.</p> <table border="1" data-bbox="384 1473 1366 1872"> <thead> <tr> <th colspan="2">Format of invigilator's email to APM (<a href="mailto:pfqonline@apm.org.uk">pfqonline@apm.org.uk</a>) at end of examination</th> </tr> <tr> <th colspan="2"><i>Please note: This email must be sent before the invigilator leaves the examination venue</i></th> </tr> </thead> <tbody> <tr> <td>Accredited provider</td> <td></td> </tr> <tr> <td>Name of exam</td> <td>PFQ online</td> </tr> <tr> <td>Name of invigilator</td> <td></td> </tr> <tr> <td>Examination date</td> <td></td> </tr> <tr> <td>Examination report</td> <td><i>Confirm either that no incidents to report or report an incident</i></td> </tr> <tr> <td>Details of incident</td> <td><i>Report details of incident. In the case of a candidate please include name and participant ID of candidate</i></td> </tr> </tbody> </table> <p><b><i>Failure to send this confirmation email to APM will mean that all candidates in that session might not receive their verified result within the stated 3 working days.</i></b></p>	Format of invigilator's email to APM ( <a href="mailto:pfqonline@apm.org.uk">pfqonline@apm.org.uk</a> ) at end of examination		<i>Please note: This email must be sent before the invigilator leaves the examination venue</i>		Accredited provider		Name of exam	PFQ online	Name of invigilator		Examination date		Examination report	<i>Confirm either that no incidents to report or report an incident</i>	Details of incident	<i>Report details of incident. In the case of a candidate please include name and participant ID of candidate</i>
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## Rules for appeal

1. Candidates 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.
2. An appeal must be made in writing to the APM qualifications department. Appeal forms are available from the APM Qualifications department or by emailing [pfqonline@apm.org.uk](mailto:pfqonline@apm.org.uk).
3. Candidate appeals must be received by APM qualifications department no later than 30 working days from the examination date.

Contact Telephone Number Qualifications: 01844 271680

Emergency out of hours contact telephone number: 07930 905987