



Project Risk Management Single Subject Certificate Level 1

Guide for candidates

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Special arrangements

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. Please see page 6 for further details.

Introduction

The APM Project Risk Management Single Subject Certificate Level 1 is designed for anyone who wants a greater understanding of project risk management at a foundation level. Successful completion of the qualification will allow individuals to contribute to the formal process of project risk management.

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.

Applying for the exam

Most candidates take the Project Risk Management Single Subject Certificate Level 1 examination through an APM Accredited Provider who will advise of the date, venue and timing of the examination. Candidates taking the examination through an APM Accredited Provider will not be required to submit an individual application form. APM request that the training provider submits your name and individual email address. Further information required will be requested at a later date.

Some candidates prefer to take their examinations at an open examination centre. Please refer to APM's website for further information on open examinations. APM qualifications department will confirm the date and venue of your examination.

The examination

- Lasts for one hour
- Contains compulsory 60 multiple choice questions
 - Each correct answer scores one mark
 - No deductions are made for incorrect marks

Examination advice

Examination centre

Do

Before examination day

- ✓ Advise the APM qualifications department of any special requirements (e.g. mobility, dietary) at least 5 days prior to the examination date.
- ✓ Locate the photo evidence that you will need to provide at the examination centre, e.g. driving licence, passport, work or student ID.

On examination day

- ✓ Arrive at the venue 20 minutes before the examination is due to start.
- ✓ Provide photo evidence of your identity.
- ✓ Bring a bottle of water.
- ✓ Familiarise yourself with the 'Rules of Conduct' in the examination room.
- ✓ Remain in the room for at least the first 30 minutes.
- ✓ Only leave the room in an emergency or if you have been excused or directed to leave by the invigilator.
- ✓ Conduct yourself in a way which will make it possible for the examination to be carried out without hindrance or annoyance to the other candidates or to the invigilator.
- ✓ Return all examination paperwork to the invigilator before leaving the room.

Don't

- ✗ Arrive late. Late arrivals will not be permitted entry to the examination room.
- ✗ Communicate with other candidates or persons present in the room, except the invigilator, during the examination.
- ✗ Eat (unless expressly permitted).
- ✗ Bring any written or printed material into the examination room; all books, bags, mobile phones, or other communication devices and other objects should be left where the invigilator directs.

Completing the Examination Booklet

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



APM Project Risk Management Single Subject Certificate Level 1 Examination Paper	
Candidate Number	
Exam Date	
Exam Location	
Reference	JQ

You will find this on the front of your examination card

General Notes

Time allowed 1 hour.

Use the answer sheet provided.

Completing the answer sheet

- Use HB pencil provided to complete the answer sheet.
- Provide only one answer per question.
- 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.
- Enter the Test Code and your Candidate Number (which can be found on your examination card) on to your answer sheet, following the example set out below.

Answer all 60 multiple choice questions

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

Insert YOUR Test Number here

CANDIDATE NUMBER (REGISTRATION 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

Insert YOUR Candidate number here

association for project management

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.

Results

Marking

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

Notification of results

Candidates will be notified of their results within a maximum 6 weeks of completing the examination. Candidates will be sent an email confirming their result. If candidates are successful they will be asked for confirmation of a postal address to enable a certificate to be sent.

Candidates will be graded on a pass/fail basis and provided with their score. Successful candidates will receive a certificate in the post. Accredited Providers will also be notified of results.

Please note APM cannot give results over the telephone.

Re-taking the examination

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>

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. For further information visit us at [apm.org.uk/apm-feedback-and-complaints-process/assessment-results-enquiry-process/](http://www.apm.org.uk/apm-feedback-and-complaints-process/assessment-results-enquiry-process/)

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 examination 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 appear on the day, the examination fee is payable in full.

Dispensations

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. This 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

This is available to candidates who have dyslexia or a medical requirement supported by relevant medical documentation. The normal additional time is 15 minutes per hour of examination. Extra time will usually be given to candidates who use a scribe.

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 exam in a separate room with their scribe who will also act as an 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 with prior arrangement with the APM qualifications department. Requests for large print papers must be received by midday at least 10 working days prior to the examination date.

Candidates may bring cushions, special seats and any other resting aids provided they check with the APM qualifications department.

Notes

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