



Project Risk Management Single Subject Certificate Level 2

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 7 for further details

Introduction

APM Project Risk Management Single Subject Certificate Level 2 is designed to determine an individual's knowledge, understanding and capability in project risk management sufficient to allow an individual to undertake formal 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 an exam

Many candidates take the APM Project Risk Management Single Subject Certificate Level 2 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

- The exam lasts three and a quarter hours
- You must answer three questions.
 - Question one is compulsory; you then have a choice of 2 further questions from a selection of 4.

Taking the exam

Exam rules

- 1 . Candidates will receive a card with their test code and candidate number. The candidate number must be entered onto each answer sheet submitted, together with the question number and page number.
2. Attend the exam venue at least 20 minutes before the exam is due to start; no late arrivals will be permitted into the exam room.
3. Provide photo evidence of identity e.g. driving licence, passport, work or student ID.
4. Be familiar with the 'Rules for Conduct' in the exam room.
5. Remain in the room of the exam for at least the first 30 minutes and not leave during the last 15 minutes 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.
6. Refrain from communicating with any other candidate or with any other person present in the room, except the invigilator, during the exam.
7. Refrain from behaviour that might cause annoyance to other candidates.
8. Refrain from smoking or eating (unless expressly permitted. Candidates need to advise the APM qualifications department of any special requirements at least 5 days prior to the examination date).
9. With the exception of the APM Project Risk Analysis and Management Guide, refrain from bringing any written or printed material into the exam 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.
10. Generally conduct themselves in a way which will make it possible for the exam to be carried out without hindrance or annoyance to other candidates or to the invigilator.
11. Return all exam paperwork to the invigilator before leaving the exam room.

Please note: Candidate answersheets will NOT be marked if their examination question paper is not returned and therefore will automatically fail.

Exam materials

In preparation for taking your exam, please ensure you bring with you:

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

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

Exam procedures

1. The exam will last three and a quarter hours including reading time. You will also be given an additional two minutes at the end of the exam to collate your papers.
2. The question paper will contain 5 questions.
3. You are required to answer 3 questions. Question 1 is a compulsory case study based question; you will then be offered a choice of 2 further questions from a selection of 4. 2 of these questions will be case study based, 2 will be stand alone. You can answer both case study questions, both stand alone questions or anyone from each. If more than 3 questions are attempted, examiners will mark the first 3 provided.
4. Question 1 carries 50% of the overall marks (100 marks) for the paper. All other questions carry 25% of the overall marks (50 marks) available
5. Answers must be written on one side only of the A4 paper provided in pen (black or blue ink preferred).
6. 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.
7. Candidate scripts will NOT be marked if your exam paper is not returned with your envelope and therefore will automatically fail.

Answering questions

Questions should be answered in full in a legible form. Each question should start on a new sheet of paper and marked clearly at the top. Questions that require calculations should include each formula used and to show your workings as well as your 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/or relevance of an idea or concept. Each point requires a paragraph made up of two or more sentences.

Draw: The translation of given data and/or information to a graphical form based on previously learned techniques.

Calculate: The interpretation of given data and/or information to new information based on previously learned formulae. Questions which include calculations require the candidate to include each formula used and to show their workings as well as the final answer.

Prepare: Applying information to a predefined template or existing technique to produce an output

Completing your examination booklet

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

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General Notes

Time allowed **3½ hours**

You must also enter your candidate number and test code on your examination script

Use ink, not pencil to answer all questions.

Section A consists of 1 question containing 5 parts. This section is compulsory and accounts for 50% of the overall marks available. **Section B** consists of 4 questions. You must answer any 2 questions (each question accounts for 25% of the overall marks available). In addition to the case study, the remaining questions will be based on the scenario.

Insert question numbers here in the correct order

**APM Project Risk Management Single Subject Certificate
Level 2 Examination Paper**

Candidate Number	<input type="text"/>	
Exam Date	<input type="text"/>	
Exam Location	<input type="text"/>	
Test Code	<input type="text"/>	
Reference	<input type="text"/> RL	
Question number	Number of pages	Office use only
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

You will find this on the front of your examination card

Insert the number of pages per question

Project Risk Analysis and Management (PRAM) Guidebooks are permitted for reference use in this examination

On completion of the examination:
Please collate your answer sheets into **question number order**
Complete the table to your right and secure this questions paper and your answers with the tag provided

Do not open this paper until instructed by the invigilator.
Please note: This question paper must not be removed from the examination room.

ALL CANDIDATES MUST COMPLETE THIS SECTION

Please enter the name of your company here:
This information is required in order to apply corporate discount rates where applicable

APM will supply relevant details about your examination, including results, to your training provider

APM may contact you from time to time with information from APM or selected third parties.

Please indicate with level of information you wish to receive:

Please send me information from APM
Please send me information from APM and selected third parties
Please do not send me any information

UNREGISTERED CANDIDATES MUST COMPLETE THIS SECTION, all parts are mandatory in order to process your examination script and issue your results.

First name	<input type="text"/>	Last name	<input type="text"/>
Email address	<input type="text"/>		

Notification of results

Candidates will be notified of their results within a maximum 10 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.

Accredited Providers will also be notified of results.

Candidates will receive notification of their final 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.

Borderline results

If your overall score is a borderline fail (i.e. within 2% of the pass mark), it will automatically be re-marked and moderated.

Re-taking the examination

Candidates may either re-sit through an APM Accredited Provider or register to attend one of the quarterly open examinations. For more details visit our website: [apm.org.uk/open examinations](http://apm.org.uk/open-examinations)

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/

Special arrangements

Illness

If you are unable to attend your exam due to illness you must inform the APM qualifications department immediately 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 exam 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 which are available from the APM qualifications department. Failure to attend the exam results in the full fee payable.

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

Extra time is available if you have dyslexia or a medical requirement supported by relevant medical documentation. This is typically an additional 60 minutes.

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 exams 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 when 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. If a PC is used, the candidate concerned will sit their exam in a room away from other candidates. Exam 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 with prior arrangement with the APM qualifications department. Requests for large print papers must be received by midday at least 10 working days before the exam date. Candidates may bring cushions, special seats and any other resting aids by prior arrangement with the APM qualifications department.

Notes

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