**Risk Level 1 and Risk Level 2 Qualifications**

**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 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 examination is designed to determine an individual’s knowledge and understanding of project risk management at the foundation level.

The APM Project Risk Management Single Subject Certificate Level 2 examination is designed to assess an individual’s knowledge, understanding and capability in project risk management.

The Syllabus for The APM Project Risk Management Single Subject Certificates Level 1 & 2, are based on *Project Risk Analysis and Management Guide Edition 2 (PRAM guide)*.

Please take time to read and understand these guidance notes. They outline the examination regulations and will provide you with all you need to know about applying and taking the examination plus details on receiving your results.

**Risk Level 1 Examination**

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

**Risk Level 2 Examination**

*This is an open book examination, candidates are permitted to take a copy of the APM PRAM guide.*

* Lasts for three hours and a quarter
* Candidates must answer three questions
* Question 1 is compulsory; you then have a choice of 2 further questions from a selection of 4

**Applying for the examinations**

Candidates taking the APM Project Risk Certificates through an APM Accredited Provider will be advised of the date, venue and timing of the examination, by the APM Accredited Provider.

Candidates taking the examination through an APM Accredited Provider will not be required to submit an individual application form. APM request that the Accredited Provider submits your name and individual email address, APM will request further information later, to enable your results to be sent.

Some candidates prefer to take their examination at an APM open examination centre. Please refer to APM’s website ([www.apm.org.uk](http://www.apm.org.uk)) for further information on booking a place on an APM open examination. APM’s qualifications department will confirm the date and venue of your examination.

**Examination Advice**

**On the examination day**

*Do*

* Arrive at the venue at least 25 minutes before the examination is due to start.
* Provide photo evidence of your identity.
* Bring a bottle of water, if you wish.
* Bring a selection of black pens to write with for the Risk Level 2 examination or an HB pencil and eraser for the Risk Level 1 examination.
* Only leave the room in an emergency or if you have been excused or directed to leave by the invigilator.
* Remain in the room for at least the first 30 minutes.
* 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 for health reasons).
* Bring any written or printed material into the examination room with the exception of *PRAM Guide* for Risk Level 2 candidates.
* Leave personal books, notes, bags, mobile phones, smart watches or other communication devices on or near your desk. All objects should be left where the invigilator directs, away from your desk.

**Examination process**

*Risk Level 1*

* The examination will last 1 hour including reading time.
* The question paper will contain 60 compulsory multiple-choice questions.
* You are required to answer all 60 questions.
* A pro-forma answer sheet will be provided.
* You will be provided with a test code and your unique candidate number; these numbers should be entered on your pro-forma answer sheet.
* Candidates are required to mark their answers onto the pro-forma answer sheet.
* The pro-forma answer sheet must be completed in HB pencil.
* Each entry must be made with a horizontal line in the spaces provided and any errors should be removed using an eraser.

*Risk Level 2*

* Candidates will receive a card with their test number and candidate number. The candidate number and test number must be entered onto each answer sheet submitted, together with the question number and page number.
* The examination duration is 3 hours 15 minutes including reading time. Candidates will be given up to an additional 5 minutes at the end of the examination to collate their papers.
* The examination will contain 5 questions, candidates 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.
* Question 1 carries 50% of the overall marks. All other questions carry 25% of the overall marks.
* Candidates must write on one side of the paper provided.
* Use a pen (black or blue ink), not a pencil.
* Candidates should put a clear line through any material/workings that they do not wish to be marked.
* All candidate markings on the question paper will be disregarded unless specifically stated otherwise.
* At the end of the examination, candidates should collate their answers into question order and together with the examination booklet, secure with the tag provided.

*Please note: Candidates answer sheets will NOT be marked if their examination paper is not returned and therefore will automatically fail.*

**Your Results**

*Risk Level 1*

Examination papers are automatically marked using Optical Mark Recognition (OMR) software, one mark is allocated for each question answered correctly.

Candidates will be advised of their results within a maximum of 6 weeks of completing the examination.

Candidates will be sent an email confirming their results and if successful, candidates will receive a PDF certificate. Candidates will be graded on a pass/fail basis and provided with their score. Accredited Providers will also be notified of results.

*Risk Level 2*

Candidates will be advised of their results within a maximum 10 weeks of completing the examination. 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.

Candidates will be sent an email confirming their results and if successful, candidates will receive a PDF certificate. Accredited Providers will also be notified of results.

*Please note: APM cannot give results over the telephone.*

**Borderline results**

If your overall score is a borderline fail, within 2% of the pass mark, it will automatically be re-marked by another examiner.

**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 can be found on APM’s website: <https://www.apm.org.uk/qualifications-and-training/qualifications-find-out-more/open-exams/>

**Assessment results enquiries/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. Further information on APM’s Assessment Results Enquiries/Appeals process can be found on APM’s website: [www.apm.org.uk/apm-complaints-process/assessment-results-enquiry-process](https://www.apm.org.uk/apm-complaints-process/assessment-results-enquiry-process/)

**Special Dispensations**

Illness and cancellations

If you are unable to attend your examination due to illness you must inform the APM Qualifications Department immediately. See contact details at the back of these guidance notes. This should be done either through your organisation, Accredited Provider or directly to APM. A medical certificate signed by a doctor must be provided within 5 working days of the examination date.

Cancellations

If you withdraw from the examination up to 5 working days before the examination

(10 working days for overseas examinations), a cancellation fee will apply. Details of the cancellation fee are available from the APM Qualifications Department. If a candidate fails to attend the examination, the examination fee is payable in full.

Medical and mobility

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 an individual may encounter, as a consequence of their medical condition.

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 examination within the normal regulations.

All requests must be supported by a medical certificate or other relevant medical documentation from your GP or other 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 examination, 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. The normal additional time

is 15 minutes per hour of examination.

Scribe

A scribe is someone to whom examination candidates can dictate their answers during the

examination. Scribes can be made available to candidates who have dyslexia or difficulty writing. Candidates will sit their examinations 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 is available in instances when a scribe is used.

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 examination date.

Candidates may bring cushions, special seats and any other resting aids by prior arrangement with the APM Qualifications Department.

For assistance with any of the above, or for any other requirements, please contact the APM qualifications department.

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