



MANAGEMENT

APM Project Management Qualification

Guide for Candidates

IPMA[»]
international
project
management
association

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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 14 for further details

Introduction

The APM Project Management Qualification – is aligned with the International Project Management Association (IPMA) at Level D and its syllabus is based on the *APM Body of Knowledge 6th edition*.

The APM Project Management Qualification seeks to assess the candidate's breadth of knowledge across project management topics. Topics include: context, governance, risk, leadership, quality, life cycle, planning, scheduling, scope, estimating.

There are 2 examination approaches to the APM Project Management Qualification:

3 hour paper: select 10 from 16 questions

Or

2 hour paper that recognises prior learning for registered PRINCE2®* Practitioners: select 6 from 10 questions.

Please take the time to read and understand these guidance notes. They outline the examination regulations and will help you apply for and take the examination.

Applying for the examination

Many candidates take the APM Project Management Qualification 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.

*PRINCE2® is a registered trade mark of AXELOS Limited

Do

Before examination day

- ✓ Advise the APM qualifications department of any special requirements (e.g. mobility, medical, learning difficulty) at least 5 days prior to the examination date, (10 working days for overseas examinations).
- ✓ Locate the photo evidence that you will need to provide at the examination centre, e.g. driving licence, passport, work or student ID.
- ✓ Have a selection of ink/biro pens ready to take to the examination.

On examination day

- ✓ Arrive at the venue 25 minutes before the examination is due to start.
- ✓ Provide photo evidence of your identity.
- ✓ Bring a bottle of water.
- ✓ Bring a selection of ink/biro pens to write with.
- ✓ 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 for health reasons).
- ✗ 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.

Examination materials

In preparation for taking your examination, you may bring with you:

- ◆ coloured pens
- ◆ a non pre-programmable pocket calculator (with prior permission from the APM Qualifications Department). See contact details at the back of these guidance notes.
- ◆ a translation dictionary (with prior permission from the APM Qualifications Department). See contact details at the back of these guidance notes.

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

Examination process

3 hour examination procedure

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. The examination duration is 3 hours including reading time. Candidates will be given up to an additional 5 minutes at the end of the examination to collate their papers.
3. The examination will contain 16 questions and candidates are required to answer 10 questions.
4. If candidates answer more than 10 questions, examiners will mark only the first 10 listed.
5. Each complete question carries equal marks (50 marks per question) and it is assumed equal time will be spent on each question.
6. Candidates must only write answers on one side of the paper provided.
7. Use a pen (black or blue ink), not a pencil.
8. All candidate markings on the question paper will be disregarded.
9. Candidates should put a clear line through any material/workings that they do not wish to be marked.
10. At the end of the examination, candidates should collate their answers into question order number (1-10), and together with the examination booklet, secure with the treasury tag provided.

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

2 hour examination procedure (recognising prior learning for registered PRINCE2® Practitioners)

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. The examination duration is 2 hours including reading time. Candidates will be given up to an additional 5 minutes at the end of the examination to collate their papers.
3. The examination will contain 10 questions and candidates are required to answer 6 questions.
4. If candidates answer more than 6 questions, examiners will mark only the first 6 listed.
5. Each question carries equal marks (50 marks per question) and it is assumed equal time will be spent on each question.
6. Candidates must only write answers on one side of the paper provided.
7. Use a pen (black or blue ink), not a pencil.
8. All candidate markings on the question paper will be disregarded.
9. Candidates should put a clear line through any material/workings that they do not wish to be marked.
10. At the end of the examination, candidates should collate their answers into question order number (1-6), and together with the examination booklet, secure with the treasury tag provided.

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

Question formats and key words

Candidates should:

- ◆ start each question on a new sheet of paper
- ◆ write the question number clearly at the top of each page
- ◆ write their candidate number clearly at the top of each page
- ◆ only write on one side of each sheet
- ◆ show formulae and workings clearly
- ◆ put a line through any notes that are not to be marked

Any notes on the examination paper itself will not be marked.

Please note: Candidates may answer from the perspective of the purchaser, supplier, project manager or any other legitimate stakeholder perspective. Other appropriate examples from industry or public projects are equally accepted and are marked according to the mark scheme provided.

Please take note of key words in each question:

List & describe	The typical styles for answering are: A list of requisite items, followed by equivalent number of paragraphs. or A number of paragraphs with embedded headers.
State:	The typical style for answering this type of question is a sentence or short paragraph.
Explain:	The typical style for answering this type of question is a number of sentences or paragraphs providing a coherent explanation to the question posed.
Determine:	The typical style for answering this type of question is a numeric value, calculation or formula.

Allocation of Marks

Please note: Questions ask for a specific number of answers, therefore marks can only be allocated to the requisite number in the question. Additional information will not be marked. For example if a question seeks 3 list and describe responses and the candidate lists 5 items, they can only score marks for the first 3. EVEN IF THE SUBSEQUENT ANSWERS ARE CORRECT THEY WILL NOT ATTRACT MARKS.

Diagrams are typically not required/sought and therefore do not attract additional marks. The information within the diagram may be marked as 'list items' if appropriate to the question posed.

Where a number of answers are sought, for example in relation to a process, these can be presented in any order. Marks are neither deducted nor awarded for the order in which items appear.

Marking conventions

LIST and DESCRIBE: (10 marks per answer)

List: 2 marks (maximum) for an appropriate list item (a word, phrase or sentence)

- ◆ 2 marks – wholly correct
- ◆ 1 mark – partially correct
- ◆ 0 marks – incorrect to the question posed

Describe: 8 marks (maximum) for a description appropriate to the question

- ◆ 4 marks (maximum) for a statement of fact about the list item that indicates why it has been selected, what it means, etc., as relevant to the question
- ◆ 4 marks (maximum) for a statement(s) clarifying, supporting, demonstrating further comprehension or application thereof

Or

8 marks - this may be allocated through any combination of the following:

- ◆ 2 marks (maximum) – High level statement
- ◆ 2 marks (maximum) – A descriptive understanding
- ◆ 2 marks (maximum) – Detailed understanding
- ◆ 2 marks (maximum) – An example or application

STATE – 5 marks per statement

5 marks – this may be allocated through any combination of the following:

- ◆ 5 marks for a good statement which demonstrates both understanding and breadth/depth of knowledge

Or

- ◆ 1 mark (maximum) – A word which correctly identifies an item
- ◆ 2 marks (maximum) – A descriptive understanding
- ◆ 2 marks (maximum) – Increasing depth/breadth of knowledge

EXPLAIN – 10 marks per answer

10 marks – this may be allocated through any combination of the following:

- ◆ 10 marks for a good paragraph or number of points which demonstrate both detailed understanding and breadth/depth of knowledge, potentially with examples

Or

- ◆ 2 marks (maximum) – a statement that demonstrates knowledge
- ◆ 2 marks (maximum) – an example that demonstrates a point made
- ◆ 2 marks (maximum) – demonstrates increasing depth/breadth of knowledge
- ◆ 2 marks (maximum) – uses comparison to make a point
- ◆ 2 marks (maximum) – a statement that demonstrates context or comprehension


DETERMINE – determine may consist of up to 4 parts and is worth a maximum of 20 marks within a 50 mark question

- ◆ 5 marks – correct answer; without workings
- ◆ 5 marks – correct answer; with incorrect workings – (workings are ignored)
- ◆ 5 marks – correct answer; with correct workings – (workings are ignored)
- ◆ 2.5 marks – incorrect answer; with correct workings
- ◆ 0 marks – incorrect answer; without workings

Completing your examination booklet – 3 hour examination procedure

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

MANAGEMENT



General Notes

Time allowed **3 hours**

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

Only answer 10 questions
There are 16 questions, each question carries equal marks. **Use ink**, not pencil, to answer all questions.

On completion of the examination

- please collate your answer sheets into **question number order**
- complete and secure and your provided

APM Project Management Qualification – Examination Paper	
Candidate Number	
Exam Date	
Exam Location	
Test Code	
Reference	A001

You will find this on the front of your examination card

- Insert question numbers here in the correct order

Question number	Number of pages	Office use only	Question number	Number of pages	Office use only

Insert the number of pages per question here

Do not open this paper until instructed by the invigilator.
All candidate markings on the question paper will be disregarded unless specifically stated otherwise.
This question paper must not be removed from the examination room.

ALL CANDIDATES MUST COMPLETE THIS SECTION

Please enter the name of your current employer 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 which 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 ALSO COMPLETE THIS SECTION


*First name		*Last name
*Email address		

**All are mandatory fields in order to process your examination script and issue your results*

Completing your examination booklet – 2 hour examination procedure

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





General Notes

Time allowed **2 hours**

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

Only answer 6 questions

There are 10 questions, each question carries equal marks. **Use ink**, not pencil, to answer all questions.

On completion of the examination

- please complete all question sheets in **order**
- complete all questions and secure your script and your answer sheet as provided

APM Project Management Qualification for PRINCE2® Practitioners – Examination Paper	
Candidate Number	
Exam Date	
Exam Location	
Test Code	
Reference	Z002

You will find this on the front of your examination card

Insert question numbers here in the correct order

Question number	Number of pages	Office use only	Question number	Number of pages	Office use only

Insert the number of pages per question here

Do not open this paper until instructed by the invigilator. All candidate markings on the question paper will be disregarded unless specifically stated otherwise. This question paper must not be removed from the examination room.

ALL CANDIDATES MUST COMPLETE THIS SECTION

Please enter the name of your current employer 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 which 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 ALSO COMPLETE THIS SECTION

*First name		*Last name	
*Email address			

**All are mandatory fields in order to process your examination script and issue your results*

Examination scores

- ◆ The pass mark is 55% of the total available marks*.
- ◆ Each question carries a maximum of 50 marks.
- ◆ All marks are doubled to provide a percentage per question.
- ◆ Percentages achieved per question are added together.
- ◆ The mean of the summed percentages is the candidate's final mark.

*this may be changed on the recommendation of the Examinations Technical Assurance Group during the lifetime of the qualification.

For the 3 hour examination

Below is a worked example of a candidate who has passed:

	Answered Ten Questions																	
Question No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
Marks	25	15	31		32		30		34		24	29		28		32	Total Marks	280
%	50	30	62		64		60		68		48	58		56		64	Total %	560
																	%	56

For the 2 hour examination

Below is a worked example of a candidate who has passed:

	Answered Six Questions											
Question No.	1	2	3	4	5	6	7	8	9	10		
Marks	27	19	31	30			33		29		Total Marks	169
%	54	38	62	60			66		58		Total %	338
											%	56

Feedback terms

A further breakdown of terms and marks is provided below of feedback you may receive from markers if you fail a question;

Describe

- ◆ Poor (0-1 marks) – providing little/no or incorrect answer content
- ◆ Weak (2-3 marks) – limited relevant answer provided, insufficient content
- ◆ Adequate (4 marks) – a borderline answer, appropriate to the question
- ◆ Good (5 marks) – a reasonable answer, appropriate to the question
- ◆ Very good (6-7 marks) – good points made which are both relevant and well described
- ◆ Excellent (8 marks) – answered fully, giving competent/coherent responses

Explain

- ◆ Poor (0-3 marks) - providing little/no or incorrect answer content
- ◆ Weak (4-5 marks) - limited relevant answer provided, insufficient content
- ◆ Good/adequate (6-7 marks) - a reasonable answer, appropriate to the question
- ◆ Very good (8-9 marks) - good points made which are both relevant and well explained
- ◆ Excellent (10 marks) - answered fully, giving competent/coherent responses

Your results

Candidates will be advised 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 we will ask for confirmation of a postal address to enable us to send a certificate. 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. 53% to 54%), it will automatically be re-marked by another marker. Your paper and the original scores together with the re-marked scores, will then be sent to a moderator for a final judgment.

Re-taking the examination

In the event of a failed examination, we recommend you allow a suitable interval for revision before re-sitting 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

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 re-marking of assessments. The examination conditions enquiry will only be accepted if the issue has been declared at the time of the examination or via the post examination survey. There is a charge for the re-marking of assessments.

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. No appeal can be heard on the grounds of technical judgement. All appeals must be heard by the Appeals Panel whose decision 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. Please email qualifications@apm.org.uk to request one or call **0845 458 1944**.

Special arrangements

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.

Notes

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