MANAGEMENT

APM Project
Management
Qualification *(PMQ)*

Candidate Guidance

Contents

Introduction

The APM Project Management Qualification is based on the *APM Body of Knowledge 7th 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.

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

Most candidates take the APM Project Management Qualification through an APM Accredited Provider who will advise of the date, venue and timing of the examination.

Some candidates prefer to take their examinations through an APM open online examination. Please refer to APM's website for further information on open online examinations.

If you have any reasonable adjustments (further information on these can be found on page 8) please advise the APM Accredited training provider you are taking the exam through or the APM Qualifications Department at least 12 working days days prior to the examination date.

Fees apply for cancellation or non-attendance. If you withdraw from the examination up to 5 working days before the examination, a cancellation fee will apply. Details of the cancellation fee are available from the APM Qualifications Department

If you are unable to attend your examination due to illness you must inform the APM Qualifications Department immediately. 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.

Examination Advice

Examination details

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

3 hour examination:
- The examination duration is 3 hours with an additional 15 minutes reading time at the start.
- The examination will contain 16 questions and candidates are required to answer 10 questions.
- If candidates answer more than 10 questions, examiners will only mark the first 10 listed.

2 hour examination that recognises prior learning for registered PRINCE2® Practitioners:
- The examination duration is 2 hours with an additional 10 minutes reading time at the start.
- The examination will contain 10 questions and candidates are required to answer 6 questions.
- If candidates answer more than 6 questions, examiners will only mark the first 6 listed.

Examination materials
- A translation dictionary (with prior permission from the APM Qualifications Department)*.

*Dictionaries will be checked by the invigilator before the examination commences.

Contact details for the APM Qualifications Department can be found at the back of these guidance notes.

Examination procedure
- Your APM Accredited Provider will register your details with APM. They will supply you details of how to log in and take your examination.
- If you are sitting an exam that is being remotely invigilated, you will be asked to perform a security check prior to the examination taking place.
- You will be provided with a keycode at the start of the exam, either onscreen or by an invigilator. This will need to be entered to start the examination.
- Reading time is provided to allow you time to read through the available questions and plan your responses.
- Each complete question carries equal marks (50 marks per complete question) and it is assumed equal time will be spent on each question.
- Candidates should delete questions they do not wish to be marked.

During the examination
- 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 any notes to the invigilator if you are sitting the examination in a classroom setting. If you are sitting virtually, please tear all notes up in front of the camera at the end of the examination.

Format of the online examination

The online examination is in the following format.

■ Introduction and command verbs pages

■ Section 1: GPDR, employer and county selection

■ Section 2: Live examination questions

■ Section 3: Survey questions (if applicable)

The introduction and command verb pages can be accessed at any point during the examination '?' icon at the bottom of the page.

Navigating through the examination

Your progress and time remaining are displayed in a progress chart at the top of the screen*.

You may answer the questions in any order using various methods.

■ Repeatedly clicking the **next** button will progress the exam forwards from the beginning to the end, one question at a time and a **back** button is available for going in the other direction.

■ Highlighting a specific question number on the question number tabs which are located on the left-hand side of the page.

■ Using the section review tab at the bottom of the page. A panel will pop-up on the screen, which you can lock to your screen by using the padlock icon, you can then filter by:

   ■ Unattempted

   ■ Attempted

   ■ Flagged

■ You can **flag a question** if you wish to return to it at any point.

To answer a question, use the text box below the question. The text box has similar formatting to Word, and you have the following options:

■ Change font size

■ Change the font to: Bold, italic, underline

■ Align the text to: Left, centre, right

■ Indent the text

*If you have been awarded extra time, the additional time will show in the time remaining display.

Completing the Examination

Please ensure that you have answered the correct number of questions that are required in the examination. If you answer fewer than ten questions, the unanswered questions of the ten are scored at zero. If you answer more than ten questions, markers will only mark the first ten sequential questions. The marks required to pass are achieved over the ten questions.

When you have completed the examination, click the **Finish** button. If you haven't un-flagged some of the questions, you will be asked if you still wish to submit. You will also be warned that you haven›t answered all the questions, please also ignore this message if you have answered the requisite number.

Your examination will automatically be submitted once you have confirmed that you wish to finish.

If your examination time allowance expires your examination will automatically be submitted.

Examination Regulations

Full online examination rules and regulations can be found on our online examination webpage

The following rules on conduct apply to students sitting APM online examinations in a **virtual setting**:

- Provide photo evidence of your identity.
- You are required to comply in all respects with any instructions issued before and during the examination, either from an invigilator or onscreen. If you don't your examination could be voided.
- Being in possession of any materials, calculators, mobile phones, tablets, smart watches, headphones, earphones, equipment, notes, books or other papers at any time during an examination session, other than those specified in advance by APM.
- Background music is not permitted during the examination / assessment
- Contacting, communicating, talking to, getting help or copying from any other person/source during the exam
- Consulting any materials or people outside the room during periods of authorised absence, while the exam is in progress
- Behaviour that is considered inappropriate or abusive to the invigilator/remote invigilator.

The following rules on conduct apply to students sitting APM online examinations in **a classroom setting**:

- You need to arrive at the examination venue 30 minutes prior to the examination start time. Late arrivals will not be permitted entry into the examination room.
- Provide photo evidence of your identity.
- You are required to comply in all respects with any instructions issued by the examination invigilator/s before and during the examination.
- You are required to comply with the ruling of the invigilator/s. They are obliged to report any cases of irregularity or improper conduct to the APM. They are also empowered to discontinue your
- Examination if you are suspected of misconduct and to exclude you from the examination room.
- You are not permitted to bring any written or printed material into the examination room; all books, bags, mobile phones, electronic communication devices or any item with smart technology functionality and other items should be left where the invigilator directs.
- Candidates must not talk to, or attempt to communicate with, other candidates during the examination under any circumstances.

Your Results

Examination scores

- The pass mark is 55% of the total available marks*
- Each question carries a maximum of 50 marks

*This may be changed on the recommendation of the Senior Examiner Team during the lifetime of the qualification.

Borderline results

If your overall score is a borderline fail (i.e. 53% to 54%), it will automatically be re-marked by another marker.

Notification of results

Please note: APM cannot give results over the telephone.

Candidates will be advised of their results within a maximum 8 weeks of completing the examination. Candidates will be sent an email confirming their result, with notification of their final mark and the score achieved for each question.

If candidates are successful, they will be sent a PDF certificate and a digital badge. Accredited Providers will also be notified of results.

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: 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: apm.org.uk/apm-complaints-process/assessment-results-enquiry-process

Reasonable adjustments

Reasonable adjustments can be made to the exam conditions in place for each of the APM Qualifications or Standard assessments. They may be necessary when a candidate is experiencing a short or long term condition or is regarded as disabled in terms of the Equality Act 2010.

Examples of a reasonable adjustment may include:
i.   extra time and/or rest breaks;
ii.   use of a scribe or reader;
iii. permission to submit handwritten exam scripts
iv.   permission to use specialist equipment

Supporting documentation

All requests for a reasonable adjustment must be accompanied with current supporting documentation.

■ Examples of acceptable documentation include: A full diagnostic assessment carried out by a psychologist with a practicing certificate, or a specialist teacher holding an assessment practicing certificate

■ If you are applying on other grounds, you need to provide a letter or report from a qualified medical practitioner e.g. GP, psychiatrist. The documentation must be signed and dated. It must include details of the diagnosis given, the symptoms you experience and how these could impact upon your ability to undertake the examinations. Supporting documentation should also include recommendations for adjustments to your exams from both yourself and the medical professional.

■ Evidence from an employer confirming usual ways of working

Application process

All reasonable adjustment requests must be submitted to the Qualifications team, including relevant supporting documentation a minimum of 12 working days before the intended assessment date.

Each request will be considered on an individual basis, with confirmation of the agreed arrangements communicated to the applicant within 5 working days of application receipt.

Each agreed adjustment will be in place for a period of six months unless otherwise specified.

For further information of the acceptable documentation, or for any other requirements, please contact the APM Qualifications Department.

Notes

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