



THE CHARTERED BODY FOR THE PROJECT PROFESSION

FUNDAMENTALS

APM Project
Fundamentals
Qualification (*PFQ*)

Candidate Guidance

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Introduction

The APM Project Fundamentals Qualification is for everyone wishing to demonstrate a fundamental awareness of project management.

No prior knowledge or experience in project management is required for this certificate, which covers knowledge areas from the *APM Body of Knowledge 7th edition*.

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.

Applying for the examination

Most candidates take the APM Project Fundamentals 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 6) please advise the APM Accredited Provider you are taking the exam through or the APM Qualifications Department at least 12 working 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, APM 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

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

Examination procedure

Online exams

- Your APM Accredited Provider will register your details with APM. They will supply you with 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.

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 page
- Section 1: GDPR, 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, select the checkbox or highlight the answer that you consider to be the correct option.

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

Completing the Examination

When you have completed the exam, click the **Finish** button. If you haven't un-flagged some of questions you will be asked if you still wish to submit. Your examination will automatically be submitted. If your time expires your examination will automatically be submitted.

Once the examination has been submitted you will see your professional grade, this is subject to validation by APM.

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 60% of the total available marks*.
- Each question carries a maximum of 1 mark.

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

Notification of results

Please note: APM cannot give results over the telephone.

Whether at examination centres or remotely proctored, you will receive an immediate indication of your result after clicking 'Submit'.

An email confirming the result will be sent by APM within 5 working days. Candidates will be sent an email confirming their result which is graded on a pass/fail basis and provided with their score. If candidates are successful, they will be sent a PDF certificate and a digital badge.

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](https://www.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

Notes

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