

## Check list – preparing for your ChPP Pilot assessment

### Preparing for the written exam on technical knowledge

#### Preparing your devices and environment for the exam

- You will be able to start your exam when you are ready on the 22 and 23 of April. There will not be a set time or prompt – **your email from Surpass/Proctor exam has the start link.**
- Watch out for emails from our online exam project Surpass/Proctor exam – you'll get the first of these emails on 14 or 15 April (8 days before your exam date) and the second of these emails, which will contain the link to your exam 72 hours (3 days) before your exam date.
- Ensure you **carry out all required system checks** that you'll find in the emails.
- **Have your photo ID ready** – you'll be asked to show this at the start of your exam.
- Plan to have a quiet space arranged with stable internet. You'll need **exam conditions** without anyone else in the room. For more support on this, visit our Online Exams page.
- Ensure you only have one blank sheet of paper and pen when you start your exam; all other materials must not be on your desk or open on your laptop.

#### Preparing your knowledge for the exam

- **Start revising**; study the **technical knowledge assessment criteria** for each of the mandatory competences – remember that you may be asked questions on any of the assessment criteria.
- Use our **APM Body of Knowledge**, APM Glossary, other APM publications, and other reputable resources to bolster or **refresh your knowledge.**
- Think around the topics – not only what you've done in your career, but other tools/techniques etc., their **strengths and limitations**, when you might use them and when you might not. All of this will help you to critically analyse and critically evaluate.
- Read through the **sample written exam questions**, so you will know what types of questions to expect.

### Preparing or the presentation and Q&A on professional practice

#### Preparing your device and environment

- Watch out for an email from APM confirming the date, time and Zoom link for your presentation and Q&A – you'll get this email wc 20 April.
- Ensure you can access Zoom and test that your camera and microphone are set up properly.
- Have your photo ID ready – you'll be asked to show this at the start of your presentation.
- Again, plan to have a quiet space arranged with stable internet. You'll need exam conditions without anyone else in the room.

### Preparing your presentation

- Once you're happy with the projects you'll be using for your evidence and have selected the **professional practice** assessment criteria you'll be evidencing against, create your presentation slides **using the provided deck**.
- There should be one assessment criteria per slide – and make sure to delete any slides you don't need. The guidance notes on the opening slides will help with this.
- **Hint:** this is about you; so, focus on what you did and achieved not on explaining the project – give yourself the best chance of demonstrating that you've met the assessment criteria.
- Practise, making sure you can present your slides in the **35 minutes allotted** ... there will not be any extension to your presentation time, so rehearsing is key
- Finally make sure you have the slide deck saved on your desktop and ready to share on the day.
- You can have one A4 sheet of notes with you for the presentation; you will be required to show this to the assessor on the day

### Preparing for your Q&A

- Remember that you may be asked the questions about any of the projects in your presentation, so be sure that they all meet the evaluation standards.
- Read through the sample Q&A questions, so you will know what types of questions to expect.
- There will be no notes permitted at this stage as it will be in a conversation style