Handbook

Association for Project Management

# APM Certificate in Working with AI in Project Teams: Handbook

Because when projects succeed, society benefits

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# 1 Introduction

The Association for Project Management (APM) is the only chartered membership organisation for the project profession in the world. Our activities raise the profile of the project profession, challenge the status quo where it matters and set the highest standards. In a complex world, we're helping the project profession deliver better. Because when projects succeed, society benefits.

Our range of project management certifications and certificates are designed to support you throughout every stage of your career.

Throughout this certificate, AI is treated as a project team contributor rather than a project practitioner. Learners will explore how AI can support project delivery, decision-making and organisational learning, while recognising that accountability, professional judgement and decision ownership remain human responsibilities. The focus is not on particular AI tools or technologies, but on designing, governing and improving effective human-AI collaboration within project environments to improve project outcomes, decision quality and delivery effectiveness.

# 2 APM Certificate in Working with AI in Project Teams at a glance

| | |
|---|---|
| **Prior experience** | None |
| **Certification level** | N/A |
| **Modes of study** | Courses offered by APM Accredited Training Providers<br>Self-study with open online exam |
| **Guided learning hours** | Approximately 6-8 hours |
| **Exam length** | 45 minutes |
| **Exam model** | The exam is completed online, in the Surpass platform.<br>The exam includes 20 questions, each worth 1 mark, a total of 20 marks.<br>The pass mark is 75%, i.e. 15 correct questions out of 20 |

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| | |
|---|---|
| **Exam coverage** | All learning objectives included in the APM Certificate in Working with AI in Project Teams syllabus |
| **Question types** | Multiple choice |
| **Availability** | You may study for the certificate and complete your exam at any time of year, whenever you are ready |
| **Assessment language** | English |
| **Recommended minimum standard of English** | Equivalent to an International English Language Testing System score of 6.0 or higher |

# 3 What is a certification handbook?

This certification handbook includes all the key information that you need to know about the APM Certificate in Working with AI in Project Teams. This includes time commitments, certification details and possible next steps.

The main components are the syllabus and logistical details for the certification. Learning outcomes in the syllabus provide a high-level overview of the knowledge that you are likely to possess once you have successfully completed the certification.

The handbook also provides details of the exam that you will complete at the end of the certification, and how you will be assessed within the exam. The exam is how you demonstrate that you have achieved the learning outcomes for the certification.

# 4 Why take the APM Certificate in Working with AI in Project Teams?

Being the best project professional requires ongoing learning. Our certifications enable you to do just that, with the opportunity for professional development taking your expertise to the next level. Completing one of our certifications shows your commitment to becoming a better project professional and delivering better project outcomes.

To enable project professionals to work effectively with AI as a project team contributor by assigning appropriate roles and responsibilities, assessing data readiness, applying AI to project activities, evaluating AI-generated outputs, maintaining governance and human accountability, and assessing benefits and limitations.

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# 5 Prior knowledge, understanding and experience

The APM Certificate in Working with AI in Project Teams is aimed at project professionals in a range of project, programme, portfolio, PMO, sponsorship and delivery roles to work effectively with AI as a project team contributor. It focuses on assigning appropriate work to AI, assessing data readiness, applying AI across project activities, evaluating outputs, maintaining human accountability and realising benefits responsibly.

# 6 Studying for the certification

## a) Study options

There are two study options for the APM Certificate in Working with AI in Project Teams:

- Study with an APM Accredited Training Provider.
- Self-study with an open online exam.

Our Accredited Training Providers offer the certification in many different formats including classroom, e-learning, distance learning, public and in-house courses. Information on our website will help you to find the training provider and course that is right for you.

The self-study option is known as the 'APM Certificate in Working with AI in Project Teams open online exam'; it is an exam-only route. This option is perfect if you want to gain a broad understanding of the principles of the profession, but don't require training. It allows you to complete your studies independently and then complete the exam at any time and place that suits you. It is available all year round.

The self-study route is suitable if you:

- Are looking to re-take the exam.
- Are an international candidate, who is studying in a location where training may not be available.
- Want to self-study.

## b) Support materials

We have developed a support pack for the APM Certificate in Working with AI in Project Teams. This support pack will be particularly useful if you are following the self-study route.

If you're studying with an APM Accredited Training Provider, your course will be accompanied by study materials developed by your training provider. Your APM Accredited Training Provider will be able to advise if you would also benefit from accessing any of the other resources listed in this section.

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# 7 When can you study and sit the exam?

The APM Certificate in Working with AI in Project Teams is available 24 hours a day, throughout the year.

If you'd like to study with an APM Accredited Training Provider. Your APM Accredited Training Provider will advise you of the date, venue/online platform and timing of your exam.

If you're following the self-study route, you will need to book your open online exam directly with us, for a time and place that suits you. Further details about the open online exam, including booking your exam, are available on our website.

## a) Cancelling your exam

A fee will be charged if you cancel your exam or do not attend as scheduled. Cancellations made fewer than five calendar days before the exam date will incur a cancellation fee. Failure to attend the exam on the day, without prior notice (a "no-show"), will result in the full exam fee being charged. If you are unable to attend your exam, you must notify your APM Accredited Training Provider immediately, as they are the only party authorised to cancel your booking. If you are sitting an Open online exam, please contact APM directly. Details of the cancellation fees are available from the APM Qualifications Team.

# 8 Learning hours

We've worked with our APM Accredited Training Providers to get an accurate understanding of the average amount of time that candidates will need to commit to completing the certification:

- 45 minutes is the length of the exam.
- 6-8 hours is the typical amount of tutor input on a taught course (also referred to as *Guided Learning Hours*).
- All candidates should spend some time preparing for the exam.

# 9 Ensuring equality, diversity and fairness

## a) Accessible exam model

We work hard to ensure that our certifications are as fair and as accessible as possible for **all** our candidates. The Equality Act 2010 sets out the principles by which our exams and associated question development activities are conducted.

We are committed to making sure that our exams:

- Use appropriate means to allow all candidates to demonstrate their knowledge and understanding of project management.
- Provide opportunities for all candidates to achieve, irrespective of gender, age, disability, or special educational need, social, linguistic or cultural backgrounds.
- Assess content that is familiar to candidates whose studies have followed the APM Certificate in Working with AI in Project Teams syllabus and for which they are adequately prepared.
- Are free from stereotyping and discrimination in any form.

## b) Reasonable adjustments

Reasonable adjustments can be made to the exam conditions in place for the APM Certificate in Working with AI in Project Teams. Reasonable adjustments are used to support you if you are experiencing a short- or long-term condition or are regarded as disabled in terms of the Equality Act 2010. All reasonable adjustments are made on an individual basis and will vary from person to person, according to each individual's specific needs.

Examples of reasonable adjustments include:

i. Extra time and/or rest breaks.
ii. Use of a text reader or screen reader.
iii. Use of a scribe or reader.
iv. Permission to submit handwritten exam scripts.
v. Permission to use specialist equipment.

### i) Application process

All reasonable adjustment requests must be submitted to the APM Qualifications Team at least 12 working days before your exam date.

We will consider each request on an individual basis. We will confirm any agreed reasonable adjustments within five working days of receiving your application. However, it may take longer if you do not include the required supporting documentation with your application.

Each agreed adjustment will apply for a period of six months, unless otherwise specified.

### ii) Supporting documentation

You must include current supporting documentation with any request for a reasonable adjustment.

An example of acceptable documentation is a full diagnostic assessment carried out by a psychologist with a practicing certificate, or a specialist teacher holding an assessment practicing certificate.

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If you are applying on other grounds, please provide a letter or report from a qualified medical professional, such as a GP, or a psychiatrist. All documentation must be signed and dated. Documents should include details of the diagnosis given, the symptoms you experience and how these could impact upon your ability to undertake the assessment.

Supporting documentation should also include recommendations for reasonable adjustments for your exam, from both you and the medical professional. Evidence from an employer confirming usual ways of working should also be provided, if relevant.

For further information on acceptable documentation, or for any related queries, please contact the APM Qualifications Team.

# 10 Certification syllabus

## a) Introduction to the syllabus

This syllabus provides an overview of the content covered within the APM Certificate in Working with AI in Project Teams.

The syllabus is broken down into modules, learning objectives and indicative content. Modules provide a high-level summary of the learning expected. Learning outcomes provide a greater level of detail regarding the knowledge and understanding that you will have acquired once you have completed the certification, indicative content provides the specific content you need to cover.

The focus of this syllabus is on providing you with information on the areas of content that you will learn during your study for this certification. Details of how this learning will be assessed are covered in the next section of this handbook.

## b) Certification syllabus in detail

The certification syllabus is broken down into clear sections for you to navigate each module appropriately.

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| Module | Indicative weighting | Learning objectives | Indicative content |
|---|---|---|---|
| **1. AI as a project team contributor** | 15% | 1.1 Assess whether AI is an appropriate project team contributor for a defined project need. | 1.1 AI contribution in project environments<br>AI as a digital project team contributor rather than an accountable member of the project team.<br>AI capabilities, limitations and appropriate contribution patterns in project environments.<br>Roles AI may support across project, programme, portfolio, PMO, sponsorship and delivery activities.<br>Criteria for assessing whether AI is likely to improve project outcomes, decision quality or delivery effectiveness. |
| | | 1.2 Select suitable AI use cases and identify situations where AI may be inappropriate. | 1.2 Use-case selection<br>AI use-case selection frameworks and the characteristics of good and poor AI use cases.<br>Role-based project use cases and suitability assessment.<br>Situations in which AI may add unnecessary complexity, risk or limited value. |
| | | 1.3 Allocate tasks appropriately between people, AI and existing systems. | 1.3 Task allocation<br>Tasks best suited to humans, AI or collaborative human-AI approaches.<br>AI compared with conventional automation and other non-AI solutions.<br>Delegation, supervision and acceptance of AI-supported work products. |
| | | 1.4 Recognise the human supervision and specialist support required for AI-supported activities. | 1.4 Supervision and specialist support<br>Human supervision is proportionate to the task, impact and consequences of error.<br>Competence boundaries and circumstances requiring specialist support. |
| | | 1.5 Distinguish AI-supported output from professional competence, accountability and decision ownership. | 1.5 Accountability and competence<br>Human accountability, professional judgement and decision ownership.<br>The distinction between producing an AI-supported output and demonstrating professional competence. |
| **2. Data readiness and information quality** | 15% | 2.1 Assess whether project information is suitable and of sufficient quality for an intended AI-supported activity. | 2.1 Information quality and suitability<br>Data availability, accuracy, completeness, consistency, relevance and timeliness within project environments.<br>Structured and unstructured project information.<br>The relationship between information quality, common understanding and stakeholder confidence. |

| Module | Indicative weighting | Learning objectives | Indicative content |
|---|---|---|---|
| | | 2.2 Assess the provenance, traceability, access and permitted use of project information. | 2.2 Provenance, traceability and permitted use<br>Data provenance, source quality and traceability.<br>Data ownership, access rights, classification and permitted use.<br>The importance of retaining links to authoritative project sources. |
| | | 2.3 Determine when project information requires cleansing, enrichment or specialist review. | 2.3 Gaps, bias and preparation<br>Bias, gaps and limitations in project data.<br>Cleansing, enrichment and reconciliation of project information.<br>Circumstances requiring data, technical or subject matter expert review. |
| | | 2.4 Apply project data-management controls to support responsible AI use and organisational learning. | 2.4 Data-management controls<br>Project data-management approaches that support AI-enabled delivery.<br>Secure reuse of project information and organisational learning assets.<br>Controls for maintaining current, consistent and accessible project information. |
| | | 2.5 Recognise when project information must not be used within an AI system. | 2.5 Restricted information<br>Secure handling of organisational, commercial, contractual and personal information.<br>Information that cannot be used without appropriate permission, safeguards or approval. |
| **3. Applying AI across project activities** | 25% | 3.1 Select an appropriate AI-supported approach for a defined project activity. | 3.1 Applications across project work<br>Discovery, options development and business cases.<br>Requirements development, estimating, planning and scheduling.<br>RAID management, dependency analysis and project controls.<br>Cost, milestone and performance forecasting, including AI-enabled decision support.<br>Status reporting, stakeholder communication and management information.<br>Resource management, benefits management, change control, assurance, knowledge management, lessons learned, transition, handover and benefits tracking.<br>Use cases spanning projects, programmes, portfolios, PMOs, sponsorship, controls, support and delivery roles. |
| | | 3.2 Provide suitable instructions, context, | 3.2 Instructions, context and source information<br>Defining the objective, intended audience, constraints and desired output.<br>Providing relevant project context and approved source information. |

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| Module | Indicative weighting | Learning objectives | Indicative content |
|---|---|---|---|
| | | constraints and source information. | Specifying assumptions, boundaries and required formats. |
| | | 3.3 Apply practical prompting techniques to generate, refine and improve project artefacts. | 3.3 Practical prompting<br>Practical application using approved AI systems to create, improve or analyse project artefacts.<br>Iterative prompt refinement to improve relevance and quality.<br>Using follow-up prompts to test, challenge, compare or restructure outputs. |
| | | 3.4 Review, improve and adapt AI-generated project artefacts for their intended purpose. | 3.4 Reviewing and adapting artefacts<br>Checking alignment with the stated need, project position and intended audience.<br>Amending AI-generated artefacts to reflect context, evidence and professional judgement.<br>Recording prompts, source information, checks, amendments and decisions. |
| | | 3.5 Compare human-created and AI-supported outputs using relevant project criteria. | 3.5 Comparing approaches and outputs<br>Comparing human-created and AI-supported outputs for quality, completeness, efficiency and usefulness.<br>Recognising differences in reasoning, evidence, assumptions and presentation. |
| | | 3.6 Determine where professional judgement, approval authority or specialist expertise must take precedence. | 3.6 Professional and specialist precedence<br>Activities requiring professional judgement, approval authority or accountable decision-making.<br>Circumstances requiring specialist expertise or independent assurance. |
| **4. Human-AI collaboration and output evaluation** | 20% | 4.1 Evaluate the relevance, completeness and reliability of AI-generated project artefacts. | 4.1 Evaluating fitness for purpose<br>Iterative human-AI practices including requesting, reviewing, refining and validating outputs.<br>The quality and relevance of prompts, context and source information.<br>Evaluation against the intended purpose, audience and project need. |
| | | 4.2 Identify assumptions, unsupported claims, apparent hallucinations, bias and automation bias. | 4.2 Indicators of unreliable output<br>Assumptions, hallucinations, unsupported claims, bias and automation bias.<br>Incomplete reasoning, missing context and apparently plausible but unverified content. |

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| Module | Indicative weighting | Learning objectives | Indicative content |
|---|---|---|---|
| | | 4.3 Validate AI-generated outputs against current project evidence, source information and delivery context. | 4.3 Validation and traceability<br>Validation against current project evidence and delivery information.<br>Traceability of AI systems, versions, prompts, source information and amendments.<br>Recording the contribution made by AI to project outputs, recommendations and decisions. |
| | | 4.4 Interpret and communicate uncertainty, confidence and the consequences of error appropriately. | 4.4 Uncertainty and consequences<br>Uncertainty, confidence levels and the consequences of error.<br>Clear communication of limitations, caveats and unresolved issues. |
| | | 4.5 Determine the level of checking, independent assurance, escalation or specialist review required. | 4.5 Assurance and escalation<br>Independent review and the limits of using AI to check AI-generated output.<br>Escalation routes and specialist review requirements.<br>Fallback and exit arrangements when AI is unavailable or unreliable. |
| | | 4.6 Justify whether an AI-supported output should be accepted, amended, rejected or referred. | 4.6 Acceptance decisions<br>Criteria for accepting, amending, rejecting or referring to an AI-supported output.<br>The role of professional judgement and accountable approval in the final decision. |
| **5. Governance, risk and assurance for AI-enabled teamwork** | 15% | 5.1 Apply proportionate governance and assurance to an AI-supported project use case. | 5.1 Proportionate governance and assurance<br>Responsible AI principles, organisational policies and control frameworks.<br>Assurance proportionate to impact, risk and consequences of error.<br>Applying organisational, sector, legal, regulatory and policy requirements. |
| | | 5.2 Define human roles, decision rights, accountable ownership, records and escalation routes. | 5.2 Roles and decision rights<br>Human-in-the-loop controls, decision rights and accountable ownership.<br>AI use-case and risk records, auditability and traceability requirements.<br>Defined escalation routes and approval responsibilities. |

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| Module | Indicative weighting | Learning objectives | Indicative content |
|---|---|---|---|
| | | 5.3 Identify security, legal, regulatory, policy, supplier, procurement and ethical risks. | 5.3 Risk identification<br>Security, cyber, privacy, ethical, legal and procurement considerations.<br>Shadow AI approved systems and acceptable-use requirements.<br>Supplier, model and vendor dependency risks.<br>Automation bias, over-reliance and stakeholder trust considerations. |
| | | 5.4 Maintain transparent, traceable and accountable human oversight. | 5.4 Transparent oversight<br>Maintaining human oversight of AI-supported recommendations, outputs and decisions.<br>Records sufficient to explain the information used, checks undertaken, amendments made and decisions reached. |
| | | 5.5 Determine when AI use should pause, revert to a fallback arrangement or stop. | 5.5 Failure response and exit<br>Incident management and failure response.<br>Fallback arrangements, escalation and exit planning.<br>Criteria for pausing or stopping AI use when controls, evidence or system performance are inadequate. |
| **6. Leading and improving AI-enabled project delivery** | 10% | 6.1 Plan role-inclusive adoption of AI-enabled ways of working. | 6.1 Adoption and workflow design<br>Change readiness and human-centered adoption of AI-enabled working practices.<br>Workflow redesign and human-AI hand-offs across project delivery processes.<br>Role-inclusive access to approved AI systems and support.<br>Building common understanding and stakeholder confidence. |
| | | 6.2 Evaluate whether AI is improving project outcomes and decision quality rather than productivity alone. | 6.2 Outcome and value evaluation<br>The distinction between productivity gains, decision quality, delivery effectiveness and improved project outcomes.<br>Benefits, disbenefits, value measures and unintended consequences.<br>Cost and value management. |
| | | 6.3 Monitor realised benefits, disbenefits, limitations, unintended consequences and risks. | 6.3 Monitoring performance and risk<br>Monitoring performance, quality, risk exposure and realised benefits.<br>Identifying emerging limitations, unintended consequences and changes in stakeholder confidence. |

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| Module | Indicative weighting | Learning objectives | Indicative content |
|---|---|---|---|
| | | 6.4 Improve workflows, controls and organisational capability using lessons learned and project reviews. | 6.4 Organisational learning and improvement<br>AI-assisted project reviews, lessons learned and continuous improvement activities.<br>Double-loop learning that challenges existing assumptions, controls and ways of working.<br>Improving workflows, controls and organisational capability through evidence and review. |
| | | 6.5 Maintain personal competence and identify continuing professional development needs. | 6.5 Personal capability and CPD<br>Capability development for project professionals working in AI-enabled environments.<br>Continuing professional development and regular review as AI capabilities and organisational requirements change. |

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# 11 How is the certification assessed?

## a) Exam format

The exam is completed online in the Surpass platform. It has a time limit of 45 minutes, so time management is critical.

The exam is in the following format:

- Introduction and instructions pages.
- Section 1: GDPR, employer and country selection.
- Section 2: Live exam questions.
- Section 3: Survey questions (if applicable).

The introduction screen can be accessed at any time during the exam by clicking the '?' button at the bottom of the screen.

There are 20 questions in the exam, worth a total of 20 marks.

You should attempt every question in the exam.

## b) Language of the exam

Exams are delivered and assessed in English.

It's important that you have an appropriate level of English language skills, to be successful in the certification.

If your English is at a standard equivalent to one of the following, then you should be able to successfully engage with the certification:

- An International English Language Testing System (IELTS) score of 6.0 or higher.
- A Pearson Test of English Academic (PTE Academic) of 51 or higher.
- A Common European Framework of Reference (CEFR) level B2 or higher.
- A Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) score of 76 or higher.

## c) Exam coverage

All the learning objectives in the syllabus for the APM Certificate in Working with AI in Project Teams will be assessed in your exam.

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## d) Question type

Your exam will comprise of 20 compulsory multiple-choice questions.

All of the questions are presented in a consistent style. There is a short question followed by a choice of four possible answers.

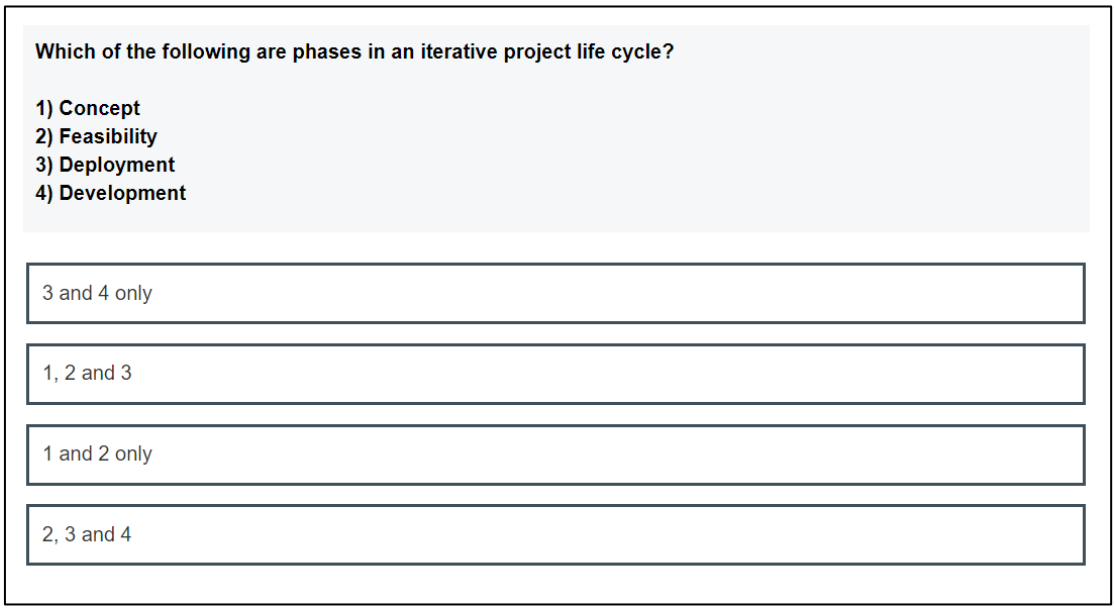
You're required to use your knowledge to select the correct answer. Only one option will be correct. You answer the question by clicking on the option to select the correct answer option.

Each question is worth 1 mark. You will score a 0 mark for any questions that you don't answer. No marks are deducted for incorrect answers.

All questions in the exam are standalone, which means that they don't rely on information or answers from other questions.

Questions will be presented in the following styles:

- There may be a short scenario to apply to the question context
- A query, e.g. "Which of the following…?"
- A request to complete a statement, e.g. "Project management can be defined as…."
- A request to fill in a missing word in a statement, e.g. "The five phases of the extended project life cycle are: concept, definition, _____, handover and closure and benefits realisation."
- A list asking the candidate which of the following is correct, e.g.



### e) Ensuring the validity of the exam

We've developed a robust bank of questions from which the APM Certificate in Working with AI in Project Teams exam are selected. We regularly review the bank and develop new questions to ensure that the certification continues to reflect advances in project management and incorporate any updates to the syllabus.

Once questions have been written they are quality assured by the appropriate team before they are included in the question bank.

All APM Certificate in Working with AI in Project Teams exam papers are generated by using a set of commands which specifies the number of questions to be selected from each learning outcome. The commands also control the overall difficulty of each exam.

## 12 Completing your exam

### a) Preparing for the exam

**Before the day of the exam** you should:

1. Familiarise yourself with the format of the exam.
    - Practise using the Surpass platform simulator example exam which is to familiarise yourself with the exam platform, it is not a sample paper, nor does it contain content related to this certification. It is available on our website.
2. Be comfortable with all the arrangements for the exam.
    - Preparing in advance will allow your focus to remain on the exam and not the technology used to deliver the exam.
    - Make sure you know how to access the exam and how to select your answers.
3. Please keep the email containing your exam joining instructions handy so that you can easily access your exam link and login information on the day of your exam.
4. Refer to our website and *'Frequently asked questions. Online Exam Support: General information and Troubleshooting FAQs'* for more details about the online exam experience. You are responsible for ensuring that your device is prepared and meets the requirements set out in your joining information before the exam.'

#### Suggestions for exam techniques

As part of your preparation for the exam, you may find it helpful to consider techniques that will help you work efficiently during the exam. Some suggestions are:

- Take time to read each question carefully before you select your answer. If you rush you may miss a key point in the question and answer incorrectly as a result.

- Read the question and try to think of an answer before looking at the options. Next, look at the options to see if there's an option similar to your thought. If the answer is not obvious, move on to the next question and flag this question so you can return to it at the end of the exam.
- Read the question and options, then discount the options which you think are incorrect. Select your answer from the remaining options. Once you have done this for all questions, you can return to any questions that you want to consider in more detail.
- You should answer all questions, even if you don't know the correct answer. You are awarded 0 marks for any question that you don't answer. However, you have a 25% chance of getting the question correct by selecting an answer you think might be correct.
- Make sure you leave enough time at the end of the exam to briefly read through each question to confirm you are content with your chosen answer. As the exam is 45 minutes and there are 20 questions, it is recommended you spend approximately 2 minutes per question, including reading time.

## b) During the exam

The exam has a time limit of 45 minutes. During the exam you should:

- Follow the guidance provided on screen.
- Perform a security check before the start of the exam, when you are asked to do so.
- Enter a keycode to start the exam. You will be provided with this at the start of the exam, onscreen.
- Complete the exam without a break, unless it's been agreed previously with us via a request for a reasonable adjustment.
- Not navigate away from the exam delivery page or have any other application open.
- Not leave the proctor exam page.
- Not copy any exam questions or your answers in any way.
- Tear all notes up in front of the camera at the end of the exam.

## c) Navigating the exam

During the exam, your progress and time remaining for the exam are displayed in a progress chart at the top of the screen*.

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

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

- If you repeatedly click the next button, you will progress through the exam forwards from the beginning to the end of the exam, one question at a time. The back button is available for going in the other direction.
- If you highlight a question number tab on the left-hand side of the screen it will take you to that specific question.
- You can also use the section review tab at the bottom of the screen. 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 during the exam.
- To answer a question, click on the answer that you consider to be the correct option. Your selected option will change colour to show it has been selected.
- At the end of the exam, once you have answered all the questions and checked your answers, you should click the **Finish Test** button to submit your answers. If you haven't un-flagged some of the questions, you will be asked if you still wish to submit. You'll also be warned if you haven't answered all of the questions.
- Your exam will automatically be submitted once you have confirmed you wish to finish. If your exam time allowance expires, your exam will automatically be submitted.
- Once your exam has been submitted, you'll see your provisional grade, which is subject to validation by us.

## d) Exam regulations

The following rules on conduct apply to **all** candidates attending an APM exam:

- You are required to provide photo evidence of your identity, immediately before the start of the exam.
- You are **not** permitted to be in the possession of any materials, such as mobile phones (except for remote invigilation where mobile phones are needed), tablets, smart watches, headphones, earphones, equipment, notes, books or other papers at any time during an exam.
- You are required to comply with all instructions that are given before and during the exam on screen. If you don't, your exam could be voided.

- Behaviour that is considered inappropriate or abusive to the proctor is **not** permitted.
- The copying or reproduction of APM exam questions, your answers to questions or any exam materials anywhere or in any way is **not** permitted.
- Consulting any materials or people outside the room, during periods of authorised absence, while the exam is in progress is **not** permitted.
- You must not talk to, or attempt to communicate with, other individuals during the exam under any circumstances.
- Background music is **not** permitted during the exam.
- You are **not** permitted to have any other webpages or applications open during your exam other than the exam delivery page, unless permission has been granted via a reasonable adjustment prior to the exam.

Full online exam rules and regulations can be found on the APM website.

# 13 Award of the certification

## a) Format and provision of results

### i) Exam scores

The pass mark for the APM Certificate in Working with AI in Project Teams is 75% of the total available marks*

Each question is worth 1 mark. The exam has a maximum score of 20 marks.

### ii) Notification of results

You'll receive an immediate indication of your result after your exam has been submitted.

You'll be sent an email to confirm your result within two weeks of your exam. If you're successful, you'll also be sent a PDF certificate and an email from our partner Credly to claim your digital badge.

If you studied with an accredited training provider, they will also be notified of your result.

Please note that we cannot give out results over the telephone.

Your result will be graded on a pass/fail basis; you will also be provided with your score.

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### b) Assessment results enquiries and appeals

By completing the assessment, you're confirming that you're fit to do so. We will not hear appeals about your well-being during the exam.

You can find further information on APM's Assessment Results Enquiry Process on the APM website.

### c) Re-sitting the exam

If you need to re-sit the exam, you may:

- Re-sit through an APM Accredited Training Provider.
- Re-sit the online open exam.

To register for a re-sit you should:

- Contact your APM Accredited Training Provider.
- Book your exam here.

You can re-sit the exam at any time during the year.

## 14 Progression beyond this certification

Once you have successfully completed your APM Certificate in Working with AI in Project Teams, you may want to undertake further study, or find out more about some of the areas that you studied in the APM Certificate in Working with AI in Project Teams Certification.

If you want to explore other areas of study. Our website includes details of all our certifications and qualifications that we offer.

If you aren't already a member of APM, becoming a member is another next step to consider. We are the only chartered membership organisation for the project profession, and we have a community of more than 37,000 individual members and more than 450 corporate partnerships. All levels of membership include access to tools and resources that you can use to maintain and develop your understanding of project management.

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