Chartered Project Professional Standard – Pilot

Candidate Terms of Reference

Introduction

Thank you for offering to participate in the pilot of a redeveloped Chartered Project Professional (ChPP) assessment. Your support of this development will provide APM with valuable insights into the performance of the assessment and the candidate journey.

We are using this pilot to assess the validity of different question types, as well as the timings and structure of the assessment. We have created this Terms of Reference so that you are fully informed of your requirements and where these vary to our normal Rules and Regulations.

The Rules and Regulations must be followed throughout your assessment. The only exception to this is where guidance in this document differs from guidance in the Rules and Regulations. Where any differences occur, guidance in this document takes priority.

Pilot selection

APM intends to pilot the assessment across a broad demographic of candidates, including those with protected characteristics. To support this, we are asking you to provide background data about yourself. This data will help us to check that the new assessment is as accessible as possible for our diverse range of candidates.

Should we end up with more people wanting to participate than we have space for in this pilot, we will use the background data that you provide to help us select a diverse group of people to participate.

Information about our data processing of this information can be found here.

The fee for the pilot will be £693 + VAT. This will be payable once we have confirmed that you have been selected for the pilot and must be paid by the deadline set by APM, which will be prior to the date of the assessment.

Should you wish to withdraw from the pilot, or only sit part of the assessment, the fee will not be refundable. The fee is non-transferrable to any other date or the current ChPP assessment.

Pilot timelines and operational requirements

The pilot assessment will comprise of a 1hr 30 min written exam on technical knowledge and a 1hr 5 min presentation with Q&A on professional practice and ethics, compliance and professionalism.

The written exam will be available on either Weds 22nd or Thurs 23rd April 2026, and must be taken on one of these days. It will be conducted as a remotely invigilated exam on our online Surpass platform.

The presentation with Q&A will be available between Mon 27th April and Fri 1st May 2026. You will be allocated your date and time by APM. This is non-transferable, so you must be available between 9am and 5pm UK time from Mon 27th April to Fri 1st May 2026. It will be a virtual meeting on our Zoom platform with one facilitator.

All pilot candidates will need to undertake all parts of the assessment – there will be no Recognised Assessment of prior learning, under Pathways 2, 3 and 4. This is to ensure we collect enough data to be able to perform statistical analysis on the pilot.

By offering to participate in this pilot, you are confirming that you will be available to complete the pilot assessment during the above dates.

The minimum system and equipment requirements to take part in the written exam can be found here. You will need to undertake the equipment set-up well in advance of the exam date. This includes an

automated systems check on the equipment you intend to use for the exam. The systems check helps to ensure that your equipment meets the necessary specifications for the exam to run smoothly. Completing this check well in advance of your exam means that there is plenty of time to resolve any issues before the exam takes place.

The minimum system and equipment requirements to take part in the presentation with Q&A are:

- A computer or laptop running Windows 7 or later, or macOS 10.13 or later. We do not recommend the use of mobile phones or tablets for this assessment.

- A stable internet connection.

- The ability to use the Zoom meeting platform, either via installing the app or access via a supported browser.

- A functioning webcam so the assessor can see you clearly.

- A working microphone and speakers (or headset) so the assessor can hear you clearly.

- Ensure that there are no workplace or regional firewalls that could block the use of Zoom or its features on your device.

For more information, please see here.

Completing the written exam

For your written exam, you should follow the guidance in the APM Rules and Regulations for Remote invigilated Examinations, which can be found here.

Details of how to launch remote invigilated exam can be found here.

You may have one blank sheet of paper and a pen or pencil to take notes during the exam. No other resources are allowed. The only exception is where you have agreed a reasonable adjustment with APM for this pilot.

Completing the presentation with Q&A

For your presentation with Q&A, you should have your presentation ready to share. You may have one sheet of notes which must be shown to the facilitator at the start of your presentation.

Have your photo ID ready, as you will need to show this at the start of the interview.

Ensure that you have a webcam enabled device for your interview.

Make sure you have a reliable internet connection, and have liaised with your IT department with regards to any firewalls or restrictions.

Plan to be somewhere quiet and private for the duration of your interview, where you won't be interrupted.

Data collection and feedback requirements

At the end of your exam, you will be asked to complete an online survey. Completing this survey is a mandatory requirement of the pilot. Your responses to the survey will allow us to understand your experience of the exam and inform any updates or refinements that may be required.

We may also contact you to discuss in more detail your survey responses at a mutually convenient time after the pilot.

Results

We will provide you with your result a maximum of twelve weeks after your assessment.

All results are final and ineligible for a results enquiry or appeal.

Exam questions and your responses are exempt from any subject access request.

If you completed the assessment and achieved sufficient marks to pass the assessment, you will be awarded the Chartered Project Professional status and associated digital badge. You will need to maintain your Chartered status as per our rules and regulations which includes completing 35 hours of continuing professional development (CPD) annually.

APM reserve the right to void any or all assessments if we find evidence that the rigour and quality of the standard has been compromised as a result of the pilot. In this event, the pilot payment will be refunded to participants.

If you have any questions related to the exam, please contact us on chartereddevelopmentteam@apm.org.uk.

We would like to thank you again for your interest in this pilot.