Context
The APM Project Professional Qualification (PPQ) allows candidates to demonstrate the application of their knowledge in core competences as well as role specific one(s) in projects, programmes and portfolios, and is a recognised step on the development route to becoming a Registered Project Professional (RPP).

The examinations are based upon the learning outcomes and assessment criteria specified in the PPQ syllabus documentation. It is a level 6 qualification (level equivalent to bachelor’s degree). Each examination paper starts with a scenario (roughly 4 pages) which the candidates are able to read 30 minutes prior to starting the examination. There are then 4 equally weighted questions relating to the scenario, and using a spread of the learning outcomes and assessment criteria from the module syllabus.

The qualification is made up of:

Three core modules:
- Professionalism and managing others
- Planning and control
- Governance

Three elective modules:
- Project management
- Programme management
- Portfolio management

Question writers are sought for each of the modules. They will need to write questions relating to the existing scenarios and using the learning outcomes and assessment criteria allocated to them, and produce the related question and answer guidelines to be used in the marking of the questions.

Question writers are required to adhere to APM specifications for all submissions. There is a variable requirement for questions. This creates an unpredictable workload which will be discussed and agreed with successful candidates.

PPQ Question writers typically fulfil the following criteria:

- Hold an IPMA Level D qualification or equivalent as a minimum level of formal qualification
- Have experience of writing scenario related assessments
- Have at least 2 years relevant recent or current project management practitioner, consultancy, question writing or teaching experience

OR
- Prior experience of marking and setting or evaluating assessments in a higher education, further education or professional body setting, related directly to Project Management
- Have evidence of up to date engagement with CPD and a willingness to continue such engagement
- Have access to, and ability to use a PC/laptop, the internet and Microsoft Office in the security of your own home
- Be able to attend a minimum of one question writers meeting per year (exclusive of initial question writer training), for which reasonable travel expenses will be paid
PPQ Question writers will be required to:

- Work within APM contractual and non-disclosure requirements
- Work under the guidance of the Chief Examiner and ETAG (Examination & Technical Assurance Group)
- Demonstrate a high level of fluency in both oral and written English
- Feedback any concerns or issues to the Product Manager, Capability and Chief Examiner
- Declare all conflicts of interest or potential conflicts of interest between existing roles and marking role
- Attend a minimum of one question writers meeting per year, for which reasonable travel expenses will be paid

Recruitment process
Following the advertisement of the role, the volume of candidates will be assessed. Initial selection will be based on experience and qualifications.

A briefing day will be held, which will involve:

- An overview of the question writer process
- Discussing the structure of examination questions
- Reviewing some existing sample questions
- Insight into existing examination papers and candidate scripts
- Dialogue on how marks are assigned
- Question and answer session regarding working with APM as a question writer

Candidates will be asked to submit 2 sample question and answer guides to the Product Manager, Capability. These will be considered to decide who should be invited to join the team.

Having joined the team, support and guidance will be provided to help new question writers familiarise themselves with the process.

Fees
£125 per approved question.