



# FUNDAMENTALS

## **Introductory Certificate**

The APM Project Fundamentals  
Qualification

**Guide for Candidates**

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**Special arrangements**

APM is committed to promoting a positive attitude towards people with special learning and physical needs. It has a great deal of experience in facilitating individual requirements and tailoring adjustments with the aim of removing any unfair disadvantage that the individual may encounter as a consequence of his or her medical condition.

Please see pages 9 and 10 for further details.

## Introduction

The APM Project Fundamentals Qualification (Introductory Certificate) 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 6th 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 (Introductory Certificate) through an APM Accredited Provider who will advise of the date, venue and timing of the examination. Candidates taking the examination through an APM Accredited Provider will not be required to submit an individual application form. APM request that the training provider submits your name and individual email address. Further information required will be requested at a later date.

Some candidates prefer to take their examinations at an open examination centre. Please refer to APM's website for further information on open examinations. APM qualifications department will confirm the date and venue of your examination.

### The examination

- ◆ Lasts for one hour
- ◆ Contains 60 compulsory multiple choice questions
  - ◆ Each correct answer scores one mark
  - ◆ No deductions are made for incorrect marks
- ◆ Is available in paper or online format

Please refer to the instructions on page 6 for further information.

## Examination application

### Introductory Certificate examination online

An application form is not required for the online examination. Your accredited provider will register your details with APM. A valid email address must be provided together with your first and last names. APM will use your email to send your results and your name will be printed on your certificate in the format given.

Your accredited provider will arrange for you to take the examination either in a classroom or remotely at a location and time of your choice.

If you choose to take your examination remotely, you will be invigilated by an online proctor from Proctor U. Your accredited provider will send you login instructions. These will allow you to book your preferred date and time. Please note you must allow 72 hours notice to book a proctor. When you receive login instructions go to the web address provided and complete 'My profile'. It is important that your country and time zone are correct. Do not change your password because it will be needed to access your examination.

Your proctor will guide you through the process on the day and you can find out more [proctoru.com/apm](https://proctoru.com/apm). APM's portal at ProctorU gives you all the information you need, online help and technical information. Proctors are available 24 hours a day, 7 days a week.

If you need to change your appointment log in to ProctorU and you will see your booking, just click the CANCEL/EDIT button to make the change. Please give as much notice of cancellation as possible as charges might be applicable.

### Exam rules with online proctoring

1. Log in at the appropriate time : <https://ondemand.questionmark.eu/601315/ext/candidate/Home>.
2. You will need photographic evidence of identity e.g. driving licence, passport, work or student ID.
3. You must not have any written or printed material in the exam room. All books (excluding language dictionary), notepads, calculators, mobile phones must be removed.
4. You must follow the proctor's instructions at all times.

### Exam procedure with online proctoring

1. Log in to the exam portal using the login name and password provided by your accredited provider. You must log in at the time specified in your booking. (If you have any technical difficulty or other problems preventing you from logging in at your scheduled time please call +1 855 772 8678 or email [help@proctoru.com](mailto:help@proctoru.com) with your name, stating APM IC and date and time booked).
2. Your proctor will check your identity, examine your surroundings and computer screen with your webcam and open the examination for you.
3. The first two screens you see will allow you to set your communication preferences and provide the name of your employer.
4. The next screen tells you how to navigate through the questions, make the font larger, or change the contrast on screen if you prefer. Clicking 'continue' takes you to the first question when the timer will start.
5. If special arrangements have been made, such as additional time, this will be applied to your examination automatically.
6. You will not see the 'Submit' button until you have viewed all the questions. When you are happy with your answers click 'Submit' and you will receive an indication of your result.
7. If you lose internet connection during the examination your answers will be saved and the remaining time recorded. When re-connected to the internet log in to ProctorU again.

## Examination advice

### Examination centre

#### Do

##### Before examination day

- ✓ Advise the APM qualifications department of any special requirements (e.g. mobility, dietary) at least 5 days prior to the examination date.
- ✓ Locate the photo evidence that you will need to provide at the examination centre, e.g. driving licence, passport, work or student ID.

##### On examination day

- ✓ Arrive at the venue 20 minutes before the examination is due to start.
- ✓ Provide photo evidence of your identity.
- ✓ Bring a bottle of water.
- ✓ Familiarise yourself with the 'Rules of Conduct' in the examination room.
- ✓ Remain in the room for at least the first 30 minutes.
- ✓ 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 examination paperwork to the invigilator before leaving the room.

#### Don't

- ✗ Arrive late. Late arrivals will not be permitted entry to the examination room.
- ✗ Communicate with other candidates or persons present in the room, except the invigilator, during the examination.
- ✗ Eat (unless expressly permitted).
- ✗ Bring any written or printed material into the examination room; all books, bags, mobile phones, or other communication devices and other objects should be left where the invigilator directs.

## Remote online examination

### Do

#### Before examination day

- ✓ Locate the photo evidence that you will need to provide at the examination centre, e.g. driving licence, passport, work or student ID.

#### On examination day

- ✓ Login to ProctorU at the appropriate time.
- ✓ Provide photo evidence of your identity.
- ✓ Follow the proctor's instructions.

### Don't

- ✗ Have any written or printed material in your examination room; all books, bags, mobile phones, or other communication devices and other objects should be removed.
- ✗ Leave the room during the examination.

## Examination procedure

### Taking the examination – at an examination centre

- ◆ The examination will last for 1 hour including reading time
- ◆ The question paper will contain 60 compulsory multiple choice questions
- ◆ You are required to answer all 60 questions
- ◆ A pro-forma answer sheet will be provided
- ◆ You will be provided with a test code and your unique candidate number; these numbers should be entered on your pro-forma answer sheet
- ◆ Candidates are required to mark their answers onto the pro-forma answer sheet
- ◆ The pro-forma answer sheet must be completed using the pencil provided
- ◆ Each entry must be made with a horizontal line in the spaces provided and any errors should be removed using the eraser supplied
- ◆ Candidates answer sheets will NOT be marked if your exam paper is not returned and therefore will automatically fail

### Taking the examination – remote online proctoring

- ◆ The examination will last for 1 hour including reading time
- ◆ The question paper will contain 60 compulsory multiple choice questions
- ◆ You are required to answer all 60 questions
- ◆ Your online proctor will guide you through the process

**Completing your examination booklet (paper based examination)**

Please see below a working example of how to complete your examination booklet and answer sheet.

FUNDAMENTALS



  

Introductory Certificate – The APM Project Fundamentals Qualification Examination paper	
Candidate number	
Date	
Location	
Examination paper	

You will find this on the front of your examination card

**General notes**  
Time allowed **1 hour**

**Answer all 60 multiple choice questions**  
Use the pro-forma answer sheet provided

**Completing the pro-forma answer sheet**

- Use the HB pencil provided to complete the pro-forma answer sheet
- Each entry is to be made with a HORIZONTAL line in the spaces indicated
- Errors must be removed using a good quality eraser – as provided

**TEST NUMBER**

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

**CANDIDATE NUMBER  
(REGISTRATION NUMBER)**

0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9



Insert YOUR Candidate number here

Insert YOUR Test Number here

**Marking Instructions:**

1. Use a HB pencil
2. Rub out any errors thoroughly
3. Fill in your answers like this  **NOT** like this  or likr this
4. Mark one and only one box for each question row.

**Do not open this paper until instructed by the invigilator.**

**Please note:** This question paper must not be removed from the examination room.

## Your results

### Marking – paper based examinations

Examination papers are automatically marked using Optical Mark Recognition (OMR) software, one mark is allocated for each question answered correctly.

### Marking – online based examinations

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

### Notification of results

**Paper-based examination takers:** Candidates will be advised of their results within a maximum 6 weeks of completing the examination. Candidates will be sent an email confirming their result. If candidates are successful we will ask for confirmation of a postal address to enable us to send a certificate. Accredited Providers will also be notified of results. Candidates will be graded on a pass/fail basis and provided with their score. Successful candidates will receive a certificate in the post.

**Online examination takers:** An email confirming the result will be sent by APM within 3 working days and a pdf certificate will be attached for successful candidates. It is recommended that you print your certificate using good quality paper and a colour printer.

You can obtain a paper certificate from APM at a cost of £27.00 + VAT by contacting [qualifications@apm.org.uk](mailto:qualifications@apm.org.uk).

*Please note APM cannot give results over the telephone.*

### Appeals

You may appeal against the decision of the examining body on the grounds of bias, disregard of APM regulations, failure to consider relevant additional information provided or an administrative irregularity.

An appeal must be made in writing to the APM qualifications department. To help you provide the necessary information concerning an appeal, the appropriate form may be obtained from the APM qualifications department.

Your appeal must be received by the APM qualifications department no later than 30 working days after your examination date.

### Re-taking the examination

In the event of a failed examination, we recommend you allow a suitable interval for revision before re-sitting 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: [apm.org.uk/openexams](http://apm.org.uk/openexams).

## Special arrangements

### Illness and cancellations

**Examination centre:** 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, Accredited Provider or directly to APM. A medical certificate signed by a doctor must be provided within 5 working days of the examination date.

**Cancellations:** If you withdraw from the examination up to 5 working days before the examination (10 working days for international examinations), a cancellation fee will apply. Details of the cancellation fee are available from the APM Qualifications Department.

If a candidate fails to attend the exam, the exam fee is payable in full.

**Remote proctoring online examination:** Please log in to your candidate portal and cancel your booking. Failure to do so may result in a cancellation charge.

### Medical and mobility

APM is committed to promoting a positive attitude towards people with special learning and physical needs. It has a great deal of experience in facilitating individual requirements and tailoring adjustments with the aim of removing any unfair disadvantage that the individual may encounter as a consequence of his or her medical condition.

Access to the facilities or arrangements described here can be granted to candidates with disabilities/learning difficulties who apply to the APM Qualifications Department. A dispensation may be allowed for candidates with a medical or physical condition that prevents them from completing the examination within the normal regulations.

All requests must be supported by a medical certificate or other relevant medical documentation from your GP or other relevant medical professional. This must be stated at the time of application. All medical evidence must be received by midday, at least, 5 working days before the examination, failure to do so will result in the dispensation not being granted.

**Extra time:** Extra time is available if you have dyslexia or a medical requirement. The normal additional time is 15 minutes per hour of examination.

**Scribe:** A scribe is someone to whom examination candidates can dictate their answers during the exam. Scribes can be made available to candidates who have dyslexia or difficulty writing. Candidates will sit their examinations in a separate room with their scribe who will also act as their invigilator. The scribe will be a representative of APM and will not have knowledge in the field of project management. Extra time is available in instances when a scribe is used.

**Other aids/equipment available**

Large print papers may be produced for partially sighted candidates or dyslexic candidates with prior arrangement with the APM Qualifications Department. Requests for large print papers must be received by midday at least 10 working days before the examination date.

Candidates may bring cushions, special seats and any other resting aids by prior arrangement with the APM Qualifications Department.

For assistance with any of the above, or for any other requirements please contact the APM Qualifications Department.

The above represents some of the steps which can be taken but is by no means exhaustive.

## Notes

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