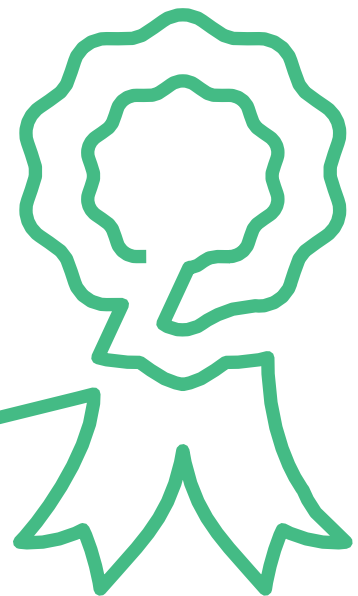


APM Project Professional Qualification



Exam techniques

Introduction

This will support you in preparing to undertake the APM Project Professional Qualification 2nd edition assessment. This document should be read in conjunction with the Professional Qualification 2nd edition Candidate notes.

The company and project case studies

The company case study, relevant to your assessment, will be publicly available on our website.

It'll contain:

- An overview of a fictional company.
- A programme summary.

You'll receive the project case study four weeks prior to your assessment. This case study will include a synopsis of a specific project within the programme.

The assessment will focus on the specific project synopsis, with the company and programme overview offered for context and background.

Time should be spent familiarising yourself with all aspects of both case studies and consider the risks, issues and problems which may be raised. During assessment, you'll be asked to assume the role of Project Manager of the specific project and should prepare for that accordingly.

A copy of both case studies is allowed in the assessment and these can be lightly annotated to assist with recollection of particular facts that you believe could be relevant.

Command verbs

Throughout the assessment, you'll be asked to –

Verb	Definition
<i>Critically evaluate</i>	To form a judgement backed by a range of reliable and valid sources of information and supporting analysis. A critical evaluation must use this backing to reach an informed suggestion, recommendation or finding.
<i>Critically analyse</i>	To examine in methodical detail a range of reliable and valid sources of information to interpret or analyse a given subject. A critical analysis does not require any form of judgement (e.g. a recommendation or proposal).
<i>Demonstrate</i>	Exhibit by practical means. (Please note that all demonstrate criteria will be assessed via means of the scenario assessment).

These command verbs are particularly important as they signpost the level of information in response to the question posed.

The 'demonstrate' command verb is used within the scenario assessment. 'Critically evaluate' and 'critically analyse' are used within the oral exam and written assignment assessment.

To 'critically evaluate', an evaluation of tools, techniques or theories which are relevant to the question posed should be given. A recommendation must then be provided, in the context of the case studies, offering a justification for the recommendation, and providing evidence as appropriate.

To 'critically analyse', an analysis of tools, techniques or theories which are relevant to the question posed should be given. The advantages, disadvantages, strengths and weaknesses of these should be highlighted, within the context of the case studies, providing evidence where appropriate. A recommendation is not required.

Exam techniques

- It's advisable to familiarise yourself with the types and structure of questions and practise responding in a time limited environment. Sample papers are available to download from our website.
- Prior to assessment, you should ensure you're comfortable with all operational and technical arrangements for the exam. Preparing in advance will allow your focus to remain on the assessment and not the technology used to deliver the assessment.
- We recommend you save the system emails, which detail the links and login information, to your desktop in advance of the assessment, for easy access on assessment day.
- Take time to listen and understand the question being asked. The question can be repeated if required.
- Remember to relate your response to both the case study and project management theories, tools and techniques.
- Whilst you may use prior experience to support an answer, linking back to the case studies and citing appropriate terminology should be a key focus.
- Remember, when answering a 'critically analyse' question, tools, techniques or theories, relevant to the question posed are to be given, with strong advantages, disadvantages, strengths and weaknesses highlighted. This, backed by evidence and aligned to the case studies, will give a greater advantage at receiving higher marks.
- There's 15 minutes reading time at the start of the written assignment assessment. It's advisable to use this time to thoroughly read the question posed and compose your thinking before starting the assessment.



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