

Preparation for your upcoming exam

Below is everything to watch out for and some helpful tips to help you prepare for your online assessment.

Shortly you will receive the technical requirements of everything you'll need to complete the assessment. To ensure you can focus on your assessment on the day, we encourage you look over these steps and complete them well in advance of your assessment.



Before you book



Check out the technical requirements

- The exam will work best on a personal laptop but if using a work laptop, you will need to check with your IT department that the websites below are not blocked by any firewalls.
<https://apm.surpass.com/secureassess/htmldelivery>
<https://surpass.proctorexam.com>
- Check your computer can support the online assessment – do you have the latest version of Google Chrome installed as your default browser, a microphone and a webcam?



- Practise completing the sample exam papers so you are prepared for the format of the questions
- Watch the online instructional video so you are familiar with the BTL Surpass platform
- Start planning your assessment location and ensure it has a steady internet connection (you will need an internet upload speed of a minimum of 1.5 megabyte per second)



1 Week before your assessment



We'll be sending you a system check email from e-assessment@apm.org.uk to ensure your computer can support our Google Chrome extensions and your webcam, microphone and laptop are compatible.* Please complete this as early as possible and always do the set up checks on the same computer/laptop you will use for the exam.



Use this time to configure your room, your phone will act as a second camera to view you from the side. You may need to move some furniture to allow this. *See Fig. 1*



3 Days before your assessment



The launch test email from e-assessment@apm.org.uk for your assessment is on its way.* Keep this safe when it arrives.



Day of the exam



Remember

- You may have a drink during your exam but no food
- You must be in the room on your own; no other person should be present
- You may only have a blank piece or pad of paper for notes. No other study or guidance material
- You may not leave the room once the assessment has started



One hour before the exam

Check you have:

- 'Launch test email' from e-assessment@apm.org.uk*
- Your equipment set up



Prepare your surroundings

- No one must be in the same room as you
- You must have a clear desk
- Let colleagues and friends know you must not be disturbed

