APM Project
Professional
Qualification 2nd edition

Exam Techniques

Introduction

This document is designed to support candidates preparing to undertake the APM Project Professional Qualification 2nd edition. This should be read in conjunction with the Professional Qualification 2nd edition Candidate Guidance.

The case study

Candidates will receive the case study four weeks prior to their assessment. The case study will include an overview of a fictional company, a programme summary and 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.

Candidates should spend time familiarising themselves with all aspects of the case study and consider the risks, issues and problems which may be raised. During the assessment, they will be asked to assume the role of project manager of the specific project and should prepare for that accordingly.

A copy of the case study is permitted in the assessment and this can be lightly annotated to assist recollection of particular facts that the candidate believes could be relevant.

Command verbs

Throughout the assessment, candidates will be asked to;

Verb	Definition
Critically evaluate	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.
Critically analyse	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).
Demonstrate	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 that candidates are required to give to answer the question posed.

The Demonstrate command verb will be used within the Scenario assessment. Critically Evaluate and Critically Analyse will be used within the Oral Exam and Written Report assessments.

To critically evaluate, candidates should offer a **minimum of two** different tools, techniques or theories which are relevant to the question posed. They must then recommend, in the context of the case study, which one would be most appropriate, offering a justification for their recommendation, and providing evidence as appropriate.

To critically analyse, candidates should offer a **minimum of two** different tools, techniques or theories which are relevant to the question posed. They should highlight the advantages, disadvantages, strengths and weaknesses of each, providing evidence where appropriate. A recommendation is not required.

Exam techniques

■ Sample papers are available to download from our website. Candidates are advised to familiarise themselves with the types and structure of the questions, practising their responses in a time limited environment.

■ Prior to the assessment, candidates should ensure that they are comfortable with all operational and technical arrangements for the exam. Preparing in advance will allow focus to remain on the assessment and not the technology used to deliver the assessment.

■ We recommend that candidates save the system emails, which detail the links and login information, to their desktop in advance of the assessment, for easy access on assessment day.

■ Take time to listen and understand the question being asked. Candidates can ask for the question to be repeated if required.

■ Candidates should remember to relate their response to both the case study and project management theories, tools and techniques.

■ Whilst candidates may use prior experience to support an answer, linking back to the case study and citing appropriate terminology should be a key focus.

■ Candidates should remember that when answering a Critically Analyse question; two tools, techniques or theories, relevant to the question posed, with strong advantages, disadvantages, strengths and weaknesses, backed by evidence and aligned to the case study, will give them a greater advantage at receiving higher marks in their assessment, than providing more than two examples that are not as strongly analysed, backed by evidence or as strongly aligned to the case study .

■ The report begins with 15 minutes reading time. Candidates are advised to use this time to thoroughly read the question posed and compose their thinking prior to starting their assessment.