

PROFESSIONAL

APM Project
Professional
Qualification 2nd edition

Candidate Guidance

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Introduction

The APM Project Professional Qualification 2nd edition is aligned to the *APM Body of Knowledge 7th edition*, and Chartered Project Professional (ChPP) standard.

The APM Project Professional Qualification 2nd edition seeks to assess your skill and capability to perform in a specific project environment.

To meet the requirements of the assessment, you should be able to draw on a broad range of knowledge established through experience and personal development.

Topics include; governance, leadership, virtual teams, communication, conflict, team development/management, engagement and influence.

Please take the time to read and understand these guidance notes. They outline the assessment regulations and will help you apply for and take the assessment.

Applying for the assessment

If you are taking the APM Project Professional Qualification 2nd edition through an APM Accredited Provider, they will advise you of the date, venue/online platform and timing of the assessment.

If you prefer to take your assessments directly through APM, please refer to APM's website for further information on open assessment dates. The APM Qualifications Department will confirm the date and venue/online platform for your assessment.

If you have any special requirements (further information of these can be found on page seven), please advise the APM Accredited Provider you are taking the exam through, or the APM Qualifications Department (qualifications@apm.org.uk) at least seven days prior to the assessment date.

Fees apply for cancellation or non-attendance. If you withdraw from the assessment up to 10 working days before the assessment, the full fee will apply. If you cancel 10 working days or more before the assessment a cancellation fee will apply. Details of the cancellation fee are available from the APM Qualifications Department.

If you are unable to attend your assessment 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 five working days of the assessment date.

Assessment Advice

Assessment details

There are three elements to the APM Project Professional Qualification 2nd edition, and these are based on a pre-seen case study. The elements will address the assessment criteria detailed in the syllabus.

Scenario assessment

The scenario assessment is a role play situation, with one of the assessors taking on a specific role and the candidate taking on the role of project manager. The assessment is based on a new event/information which will impact the project detailed in the pre-seen case study.

You will have 10 minutes preparation time and 20 minutes for the scenario role play.

Each scenario assessment will always cover the following syllabus area:

- Communicate effectively with stakeholders to achieve a project's objectives

And one of the following:

- Negotiate effectively with stakeholders to achieve a project's objectives
- Resolve problems taking a logical approach to the problem-solving process
- Make decisions which support the objectives of a project

The scenario is worth 20 marks. 10 marks for the assessment of effective communication and 10 marks for the assessment of **either** problem solving **or** decision making **or** negotiation.

Oral exam

The oral exam will be conducted by two assessors and will last 50 minutes.

All questions will need to be answered as though you were managing the project detailed in the pre-seen case study.

The oral exam is worth 40 marks. Four learning outcomes selected across the three units will be assessed.

Project report

You will need to produce a project report as detailed in the question you are given. The project report will be based on the pre-seen case study. You will have 60 minutes to produce the report online plus 15 minutes reading time; this will be invigilated, either by a training provider in a classroom or remotely.

The project report is worth 30 marks. One learning outcome selected across the three units will be assessed.

Assessment materials

You will be allowed a lightly annotated copy of the pre-seen case study with you at every stage of the assessment. No additional pre-prepared notes will be allowed.

Assessment procedure

In total, the assessment of all elements will last two hours 35 minutes and will take place on the same day.

The scenario assessment and oral exam elements will be assessed by two assessors and will be carried out consecutively. These assessments can either be carried out in a physical location or virtually, using video conferencing software.

The project report will be carried out as an online written assessment. This can either be invigilated by a training provider or can be remotely invigilated.

Please note that two different platforms will be used for the virtual assessment - one for the scenario and oral exam, and another for the written report.

During the assessment

- Only leave the room in an emergency, if you have been excused or directed to leave by the assessor/ invigilator.
- Conduct yourself in a way which will make it possible for the assessment to be carried out without hindrance or annoyance to the other candidates or to the assessor/invigilator.

Assessment Regulations

The following rules on conduct apply to students attending an APM assessment:

- You need to arrive at the assessment venue 30 minutes prior to the assessment start time. Late arrivals will not be permitted entry into the assessment room. If you are attending the assessment virtually, you will need to have the relevant links to the two online platforms and join the assessment at your allocated time slot.
- You will be required to provide photo evidence of your identity.
- You are required to comply in all respects with any instructions issued by the assessors/invigilator(s) before and during the assessment.
- You are required to comply with the ruling of the assessors/invigilator(s). They are obliged to report any cases of irregularity or improper conduct to APM. They are also empowered to discontinue your assessment if you are suspected of misconduct and to exclude you from the exam room.
- Except for the case study and in instances of remote invigilation when your mobile phone will be required for recording, you are not permitted to bring any written or printed material into the assessment room, such as any books, bags, mobile phones, electronic communication devices or any item with smart technology functionality.
- If you are attending a face-to-face assessment, you are not permitted to remove either your scenario or your oral exam question paper from the assessment room.

Your Results

Assessment scores:

There are 90 marks available across the assessment. The pass mark is 60% of the available marks across all three elements of the assessment.* To ensure performance in each assessment element, candidates must score a minimum mark in each as follows:

- Scenario – 10 marks
- Oral exam – 20 marks
- Report – 15 marks

*This may be changed on the recommendation of the Senior Examiner Team during the lifetime of the qualification.

Borderline results

If your overall score is a borderline fail (i.e. 58% to 59%), it will automatically be re-marked by another marker.

Notification of results (Please note: APM cannot give results over the telephone)

You will be advised of your results within a maximum of 10 weeks of completing the assessment. You will be sent an email confirming your result, with notification of your final mark and the score achieved for each question.

If you are successful, you will be sent a PDF certificate and a digital badge. Accredited Providers will also be notified of results.

Re-taking the assessment

You may either re-sit through an APM Accredited Provider or register to attend one of the open assessments. For more details, visit our website: www.apm.org.uk/qualifications-and-training/qualifications-find-out-more/open-exams/

Assessment results enquiries/appeals

By sitting the assessment, you are confirming you are fit to do so; no appeals will be heard concerning a candidate's wellbeing during the assessment. Further information on APM's Assessment Results Enquiries/Appeals process can be found on APM's website: <https://www.apm.org.uk/apm-complaints-process/assessment-results-enquiry-process/>

Access Arrangements

Medical and mobility

APM is committed to promoting a positive assessment environment for people with special educational needs, disabilities or temporary injuries. 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 without changing the demands of the assessment.

Access to the facilities or arrangements described here can be granted to candidates with either short term or long term conditions, specific learning difficulties, or regarded as disabled in terms of the Equality Act 2010. A dispensation may be allowed for a medical or physical condition that prevents you from completing the assessment within the normal regulations.

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

Extra time: Extra time is available if you have a specific learning difficulty such as dyslexia or a medical requirement. The normal additional time is 15 minutes per hour of assessment.

Other aids/equipment available

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

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

You should be aware that all APM qualifications are now available online, and there may be instances where you find the online provision a more appropriate format to sit your assessment.

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

Notes

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