APM

**Association for
Project Management**

A helpful guide to the APM Project Management Qualification

Contents

Introduction

The APM Project Management Qualification is based on the *APM Body of Knowledge 7th edition*.

The qualification assess the breadth of knowledge across project management topics. Topics include context, governance, risk, leadership, quality, life cycle, planning, scheduling, scope, and estimating.

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

Applying for the examination

Most candidates take the Management Qualification through an APM accredited training provider who will advise you of the date, venue/online platform and timing of the examination.

Some candidates prefer to take the examination through an APM open online examination. Please refer to our website.

If you have any reasonable adjustments (further information on these can be found below) please advise your APM accredited training provider or the APM qualifications team at least 12 working days prior to the examination date.

Fees apply for cancellation or non-attendance. If you withdraw from the examination up to five working days before the examination, a cancellation fee will apply. Details of the cancellation fees are available from the APM qualifications team

If you're unable to attend the examination due to illness, you must inform us immediately. This should be done either through your organisation, accredited training provider or directly to the APM qualifications team. A medical certificate signed by a doctor must be provided within five working days of the examination date.

Examination advice

Examination details

There are two examination approaches to the Management Qualification:

Full examination:
- Three hours duration with an additional 15 minutes reading time at the start.
- Contains 16 questions, from which you're required to answer 10 questions.
- If more than 10 questions are answered or attempted, only the first 10 listed will be marked.

Shortened examination that recognises prior learning for registered PRINCE2® Practitioners:
- Two hours duration with an additional 10 minutes reading time at the start.
- Contains 10 questions, from which you're required to answer six questions.
- If more than six questions are answered or attempted, only the first six listed will be marked.

Examination materials

- A translation dictionary, with prior permission from the APM qualifications team*.
Dictionaries will be checked by the invigilator before the examination commences.

Examination procedure

- Your accredited training provider will register your details with us and will supply you with details of how to log in and take your examination.
- If you're sitting an exam that is being remotely invigilated, you'll be asked to perform a security check prior to the examination taking place.
- A keycode will be provided at the start of the exam, either onscreen or by an invigilator. This will need to be entered to start the examination.
- Reading time is provided to allow you time to read through the available questions and plan your responses.
- Each complete question is worth 50 marks and it's assumed equal time will be spent on each question.
- You should delete answers or text you do not wish to be marked.

During the examination

- You'll be expected to complete the examination without a break, unless it's been agreed previously with us via a request for a reasonable adjustment or directed by the invigilator.
- Conduct yourself in a way which makes it possible for the examination to be carried out without hindrance or annoyance to the other candidates or to the invigilator.
- Return any notes to the invigilator if you're sitting the examination in a classroom setting. If you're sitting the examination virtually, please tear all notes up in front of the camera at the end of the examination.
- Do not navigate away from the examination delivery page or have any other application open.
- Do not leave the proctor examination page if taking your examination remotely.
- Do not copy any examination questions or your answers in any way.

Online examination format

The online examination is in the following format:

- Introduction and command verbs pages.
- Section 1: GPDR, employer and county selection.
- Section 2: Live examination questions.
- Section 3: Survey questions (if applicable).

The introduction and command verb pages can be accessed at any time during the examination through the '?' icon at the bottom of the page.

Navigating the examination

Your progress and time remaining are displayed in a progress chart at the top of the screen*. You may answer the questions in any order using various methods.

- Repeatedly clicking the **next** button will progress the exam forwards from the beginning to the end, one question at a time and a **back** button is available for going in the other direction.
- Highlighting a question number tab on the left-hand side of the page will take you to that specific question.
- Using the section review tab at the bottom of the page. A panel will pop-up on the screen, which you can lock to your screen by using the padlock icon, you can then filter by:
  - Unattempted
  - Attempted
  - Flagged
- You can **flag a question** if you wish to return to it at any point.

To answer a question, use the text box below the question. The text box has similar formatting to Word, and you have the following options:

- Change font size.
- Change the font to: Bold, italic, underline.
- Align the text to: Left, centre, right.
- Indent the text.

If you've been awarded extra time, the additional time will show in the time remaining display.

Completing the examination

Please ensure you have answered the correct number of questions required in the examination. If you answer fewer than the required questions, the unanswered questions are scored at zero. If you answer more than the required questions, markers will only mark the first answered/ attempted questions in sequential order. The marks required to pass are achieved over the required questions.

Once you've completed the examination, click the **Finish** button. If you haven't un-flagged some of the questions, you will be asked if you still wish to submit. You'll also be warned that you haven't answered all the questions, please ignore this message if you have answered the required number for your examination.

Your examination will automatically be submitted once you've confirmed you wish to finish. If your examination time allowance expires, your examination will automatically be submitted.

Examination Regulations

Full online examination rules and regulations can be found on our website.

The following rules on conduct apply to candidates sitting APM online examinations in a **virtual setting**:

- You'll be required to provide photo evidence of your identity.
- You're required to comply in all respects with any instructions issued before and during the examination, either from an invigilator or onscreen. If you don't, your examination could be voided.
- You're not permitted to be in the possession of any materials, calculators, mobile phones, tablets, smart watches, headphones, earphones, equipment, notes, books or other papers at any time during an examination session, other than those specified in advance by APM.
- Background music is not permitted during the examination / assessment.
- Contacting, communicating, talking to, getting help or copying from any other person/source during the exam.
- Consulting any materials or people outside the room during periods of authorised absence, while the exam is in progress.
- Behaviour that is considered inappropriate or abusive to the invigilator/remote invigilator.
- You're not permitted to have any other webpages or applications open during your examination other than the examination delivery page, unless permission has been granted via a reasonable adjustment prior to the examination.
- The copying or reproduction of APM examination questions, your answers to questions or any exam materials anywhere or in way is NOT permitted.

The following rules on conduct apply to candidates sitting APM online examinations in a **classroom setting**:

- You need to arrive at the examination venue 30 minutes prior to the examination start time. Late arrivals will not be permitted entry into the examination room.
- You'll be required to provide photo evidence of your identity.
- You're required to comply in all respects with any instructions issued by the examination invigilator/s before and during the examination.
- You're required to comply with the ruling of the invigilator/s. They're obliged to report any cases of irregularity or improper conduct to APM. They're also empowered to discontinue your examination if you're suspected of misconduct and to exclude you from the examination room.
- You're not permitted to bring any written or printed material into the examination room; all books, bags, mobile phones, electronic communication devices or any item with smart technology functionality and other items should be left where the invigilator directs.
- You must not talk to, or attempt to communicate with, other candidates during the examination under any circumstances.

Your results

Examination scores

- The pass mark is 55% of the total available marks*.
- Each question carries a maximum of 50 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. 53% to 54%), it will automatically be re-marked by another marker.

Notification of results

Please note that we: cannot give results over the telephone.

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

If you're successful, you'll be sent a PDF certificate and a digital badge. Accredited training providers will also be notified of your results.

Re-taking the examination

You may either re-sit through an APM accredited training provider or register to attend one of the quarterly open examinations. For more details visit our website.

Assessment results enquiries/appeals

By sitting the examination, you're confirming that you are fit to do so; no appeals will be heard concerning your wellbeing during the examination. Further information can be found on our website.

Reasonable adjustments

Reasonable adjustments can be made to the exam conditions in place for each of the APM Qualifications or Standard assessments. Reasonable adjustments may be necessary when a candidate is experiencing a short or long term condition or is regarded as disabled in terms of the Equality Act 2010.

Examples of a reasonable adjustment may include:

i. Extra time and/or rest breaks.
ii. Use of a scribe or reader.
iii. Permission to submit handwritten exam scripts.
iv. Permission to use specialist equipment.

Supporting documentation

All requests for a reasonable adjustment must be accompanied with current supporting documentation.

Examples of acceptable documentation include a full diagnostic assessment carried out by a psychologist with a practising certificate, or a specialist teacher holding an assessment practising certificate.

If you're applying on other grounds, please provide a letter or report from a qualified medical practitioner e.g. GP, psychiatrist. The documentation must be signed and dated. It should include details of the diagnosis given, the symptoms you experience and how these could impact upon your ability to undertake the examinations. Supporting documentation should also include recommendations for adjustments to your exams from both yourself and the medical professional.

Evidence from an employer confirming usual ways of working should also be provided, if relevant..

Application process

All reasonable adjustment requests must be submitted to the APM qualifications team, including relevant supporting documentation a minimum of 12 working days before your assessment date.

Each request will be considered on an individual basis, confirmation of the agreed arrangements will be communicated to you within five working days of application receipt.

Each agreed adjustment will be in place for a period of six months unless otherwise specified.

For further information of the acceptable documentation, or for any other requirements, please contact the APM qualifications team.

Notes

We are the only chartered membership organisation for the project profession