

MANAGEMENT

APM Project
Management
Qualification (*PMQ*)

Candidate Guidance

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Introduction

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

The APM Project Management Qualification seeks to assess the candidate's breadth of knowledge across project management topics. Topics include: context, governance, risk, leadership, quality, life cycle, planning, scheduling, scope, 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 APM Project Management Qualification through an APM Accredited Provider who will advise of the date, venue and timing of the examination.

Some candidates prefer to take their examinations through an APM open examination. Please refer to APM's website for further information on open examinations. The APM Qualifications Department will confirm the date and venue of your examination.

If you have any special requirements (further information on these can be found on page 6) please advise the APM Accredited training provider you are taking the exam through or the APM Qualifications Department at least 5 days prior to the examination date (10 days if taking an examination overseas).

Fees apply for cancellation or non-attendance. If you withdraw from the examination up to 5 working days before the examination, a cancellation fee will apply. Details of the cancellation fee are available from the APM Qualifications Department

If you are unable to attend your examination 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 5 working days of the examination date.

Examination Advice

Examination details

There are 2 examination approaches to the APM Project Management Qualification:

3 hour examination:

- The examination duration is 3 hours including reading time. Candidates will be given up to an additional 5 minutes at the end of the examination to collate their papers.
- The examination will contain 16 questions and candidates are required to answer 10 questions.
- If candidates answer more than 10 questions, examiners will only mark the first 10 listed.

2 hour examination that recognises prior learning for registered PRINCE2® Practitioners:

- The examination duration is 2 hours including reading time. Candidates will be given up to an additional 5 minutes at the end of the examination to collate their papers.
- The examination will contain 10 questions and candidates are required to answer 6 questions.
- If candidates answer more than 6 questions, examiners will only mark the first 6 listed.

Examination materials

- A selection of pens to write with, not pencils.
- A translation dictionary (with prior permission from the APM Qualifications Department)*.

*Dictionaries will be checked by the invigilator before the examination commences.

Contact details for the APM Qualifications Department can be found at the back of these guidance notes.

Examination procedure

- You will be provided with a test code and your unique candidate number; these numbers should be entered on your exam cover sheet.
- Answer sheets will be provided. You need to put your unique candidate number on these and you must only write answers on one side of the paper.
- Each complete question carries equal marks (50 marks per complete question) and it is assumed equal time will be spent on each question.
- All candidate markings on the question paper will be disregarded unless specifically stated otherwise.
- Candidates should put a clear line through any material/workings that they do not wish to be marked.
- At the end of the examination, candidates should collate their answers into question order number, and together with the examination booklet, secure with the treasury tag provided.

Please note: answer sheets will NOT be marked if their examination question paper is not returned and therefore the candidate will automatically fail.

During the examination

- Remain in the room for at least the first 30 minutes.
- Only leave the room in an emergency or if you have been excused or directed to leave by the invigilator.
- Conduct yourself in a way which will make it possible for the examination to be carried out without hindrance or annoyance to the other candidates or to the invigilator.
- Return all examination paperwork to the invigilator before leaving the room.

Examination Regulations

The following rules on conduct apply to students sitting APM examinations:

- 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.
- Provide photo evidence of your identity.
- You are required to comply in all respects with any instructions issued by the examination invigilator/s before and during the examination.
- You are required to comply with the ruling of the invigilator/s. They are obliged to report any cases of irregularity or improper conduct to the APM. They are also empowered to discontinue your examination if you are suspected of misconduct and to exclude you from the examination room.
- You are 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 are not permitted to remove either your answer sheets or your question paper from the examination room. All candidate answer sheets and question papers remain the property of APM.
- Candidates 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: APM cannot give results over the telephone.

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

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

Re-taking the examination

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

Assessment Results Enquiries/Appeals

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

Special Arrangements

Medical and mobility

APM is committed to promoting a positive attitude towards people with special learning and physical needs. 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 as a consequence of his or her medical condition.

Access to the facilities or arrangements described here can be granted to candidates with disabilities/learning difficulties who apply to the APM Qualifications Department. A dispensation may be allowed for candidates with a medical or physical condition that prevents them from completing the examination within the normal regulations.

All requests must be supported by a medical certificate or other relevant medical documentation from your GP or other relevant medical professional. This must be stated at the time of application. All medical evidence must be received by midday, at least 5 working days before the examination. Failure to do so will result in the dispensation not being granted.

Extra time

Extra time is available if you have dyslexia or a medical requirement. The normal additional time is 15 minutes per hour of examination.

Scribe:

A scribe is someone to whom examination candidates can dictate their answers during the exam. Scribes can be made available to candidates who have dyslexia or difficulty writing. Candidates will sit their examinations in a separate room with their scribe, who will also act as their invigilator. The scribe will be a representative of APM and will not have knowledge in the field of project management. Extra time is available in instances when a scribe is used.

Other aids/equipment available

Large print papers may be produced for partially sighted candidates or dyslexic candidates, 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 examination date.

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

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

Notes

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