

# A helpful guide to the APM Project Fundamentals Qualification



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# Introduction

The APM Project Fundamentals Qualification is for everyone wishing to demonstrate a fundamental awareness of project management.

No prior knowledge or experience in project management is required for this qualification, which covers knowledge areas from the *APM Body of Knowledge 7th edition*.

Please take time to read and understand these guidance notes. They outline the examination regulations and will provide you with all you need to know about applying and taking the examination, plus details on receiving your results.

# Applying for the examination

Most candidates take the 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 their examinations through an APM Open Online examination. Please refer to our website for further information.

If you have any reasonable adjustments (further information below) please advise your APM accredited training provider you're taking the exam through 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 5 working days before the examination, a cancellation fee will apply. Details of the cancellation fee 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 5 working days of the examination date.

# Examination advice

## Examination details

- Is one hour duration, including reading time.
- Contains 60 compulsory multiple-choice questions.
- Each correct answer scores one mark.
- No deductions are made for incorrect marks.

# Examination procedure

## Online exams

- Your APM 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.

## 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 page
- 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, select the checkbox or highlight the answer that you consider to be the correct option.

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

## Completing the examination

Once you've completed the examination, click the Finish button. If you haven't un-flagged some of questions, you will be asked if you still wish to submit.

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.

Once the examination has been submitted, you'll see your provisional grade, which is subject to validation by us.

## Examination regulations

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

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

- 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 is not permitted.
- Consulting any materials or people outside the room during periods of authorised absence, while the exam is in progress is not permitted.
- Behaviour that is considered inappropriate or abusive to the invigilator/remote invigilator will not be tolerated.

- You're not permitted to have any other web pages 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 any way is NOT permitted.

The following rules on conduct apply to candidates sitting our 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 60% of the total available marks\*.
- Each question carries a maximum of 1 mark.

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

## Notification of results

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

Whether at an examination centre or remotely proctored, you'll receive an immediate indication of your result after clicking 'Submit'.

You'll be advised on your result within 5 working days of completing the exam. You'll be sent an email confirming your result which is graded on a pass/fail basis and provided with your score.

If you're successful, you'll be sent a PDF certificate and a digital badge.

## 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.



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# Notes

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# Notes



**We are the only chartered membership  
organisation for the project profession**

