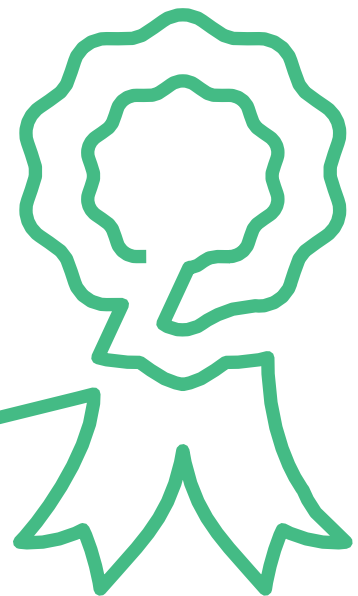


# APM Project Professional Qualification



Assessment specification

## Introduction

This document outlines the specifications for the case study and assessment materials for the APM Project Professional Qualification 2nd edition.

These specifications are provided for:

- APM staff: to construct fit for purpose case studies and assessment material.
- APM Professional Standards and Knowledge Committee: for quality assurance purposes.
- APM Senior Examiner Team (SET): for quality assurance purposes, to ensure all assessment material meet the agreed specifications.
- Case study writers: to ensure all case study materials are written in accordance with the specifications.
- Assessment writers: to ensure all assessment materials are written in accordance with the specifications.
- APM accredited providers: for information purposes.
- Assessors and markers: for information purposes.

## APM Project Professional Qualification assessment

### 1. Context

The Project Professional Qualification 2nd edition is a skills-based assessment allowing demonstration of project management skills and capabilities on difficult projects.

### 2. Assessment overview

The assessment is based upon the learning outcomes and assessment criteria specified in the APM Project Professional Qualification 2nd edition syllabus.

The assessment:

- Is two hours 35 minutes duration.
- Consists of three assessment elements:
  - scenario assessment
  - oral exam
  - written assignment
- Is based on a project case study sent four weeks prior to assessment.
- Requires candidates to take on the role of the Project Manager in the project case study.

### 3. Candidate assessment instructions

The instructions given to the candidates are available on our website.

### 4a. The company and project case studies' specification

Each company case study has three project case studies aligned to it.

The company case study and one of the project case studies will be utilised for each Professional Qualification assessment window.

Between both of these case studies, they'll:

- Be sufficiently detailed for the assessment.
- Consist of:

Document section	Access
Company synopsis	Publicly available
Programme overview	Publicly available
Profiles of key staff	Publicly available
Project context	Available four weeks prior to assessment

#### 4b. Scenario assessment specification

Each scenario assessment will assess unit 1, learning outcome 6 (Communicate effectively with stakeholders to achieve a project's outcome) and one of the following:

- Unit 1, learning outcome 4 (Resolve problems taking a logical approach to the problem solving process).
- Unit 1, learning outcome 5 (Make decisions which support the objectives of the project).
- Unit 1, learning outcome 7 (Negotiate effectively with stakeholders to achieve a project's objectives).

The scenario assessment will be 20 minutes duration, with 10 additional minutes preparation time (a total of 30 minutes) and be carried out by two assessors, approved by APM.

#### 4c. Oral exam specification

Each oral exam will:

- Assess four learning outcomes, drawn from a range across all three units.
- Be 50 minutes in duration.
- Be carried out by two assessors, approved by APM.

#### 4d. Written assignment assessment specification

Each written assignment will:

- Assess one learning outcome drawn from a range across all three units.
- Be 60 minutes duration, with 15 additional minutes preparation/reading time (a total of 75 minutes).
- Be marked by one marker, approved by APM.

#### 5. Pass mark

- There are 90 marks available across the assessment.
- To ensure performance in each assessment element, a minimum mark must be scored in each as follows\*:
  - scenario assessment – 10 marks
  - oral exam – 20 marks
  - written assignment – 15 marks
- There's no requirement to achieve a pass mark on every question attempted.

*\*This may be changed on the recommendation of the Chair of Examiners during the lifetime of the qualification.*

## 6a. Scenario task specification

Each scenario task:

- Allows 20 minutes to demonstrate evidence against the criteria being assessed.
- Addresses effective communication and either problem solving, decision making or negotiation.
- Is worth 20 marks. 10 marks for the assessment of effective communication and 10 marks for the assessment of either problem solving, decision making or negotiation based on a project case study sent in advance of assessment.
- Requires candidates to take on the role of the Project Manager for the project case study.
- Includes:
  - Candidate information.
  - Assessor role play notes, not to be seen by candidates.
  - Assessor notes, not to be seen by candidates.

These documents provide all relevant information to play the required part in the scenario assessment.

## 6b. Oral exam question specification

Four learning outcomes are assessed and each one:

- Is allocated 12 minutes.
- Assesses across the assessment criteria in the learning outcome:
  - Each question is split into three parts.
  - Each question contains the relevant command verb for the assessment criteria being assessed.
- Is allocated 10 marks, awarded on the basis of the answers to the four questions posed.
- Is based on the project case study sent in advance of assessment.
- Requires candidates to take on the role of the project manager for the project case study.

## 6c. Written assignment question specification

Each question:

- Is allocated 60 minutes to answer plus 15 minutes reading time.
- Addresses one learning outcome.
- Is divided into three parts; each part addresses a different assessment criteria from the same learning outcome.
- Contains the relevant command verb for the assessment criteria being assessed.
- Is allocated 30 marks.
- Is based on the project case study sent in advance of assessment.
- Requires candidates to take on the role of the Project Manager for the project case study.

## 7. Command verbs

The following command verbs are used in the syllabus.

Verb	Definition
<i>Critically evaluate</i>	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.
<i>Critically analyse</i>	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).
<i>Demonstrate</i>	Exhibit by practical means. (Please note that all demonstrate assessment criteria will be assessed via means of the scenario assessment).

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# Notes



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

