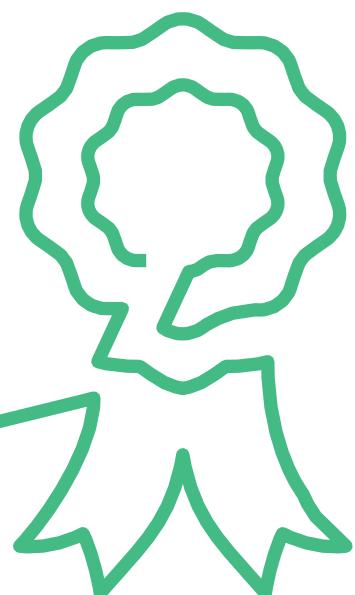


# A helpful guide to the APM Project Professional Qualification



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# Introduction

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

The qualification assesses your skill and capability to perform in a specific project environment.

To meet the requirements of 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

Most candidates take APM Project Professional Qualification 2nd edition through an APM accredited training provider who will advise you of the date, venue/online platform and timing of the assessment.

Some candidates prefer to take the assessment directly through APM, please refer to our website for further information on open assessment dates. The APM qualifications team will confirm the date and venue/online platform for your assessment.

If you have any reasonable adjustments (further information of these can be found below), please advise your APM accredited training provider or the APM qualifications team at least 12 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 fees are available from the APM qualifications team.

If you're unable to attend the assessment 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 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.

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

## Scenario assessment

- The scenario assessment is a role play situation, with one of the assessors taking on a specific role and you taking on the role of Project Manager. The assessment is based on a new event/information which will impact the project as detailed in the pre-seen case study.
- You'll have 10 minutes preparation time and 20 minutes for the scenario role play. Each scenario assessment will cover the following syllabus areas:
  - 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.

## Oral exam

- The oral exam will be conducted by two assessors and is 50 minutes duration.
- All questions need to be answered as though you were managing the project detailed in the pre-seen case study.

## Written assignment

- You'll need to undertake a written assignment based on the question given. The assignment will be based on the pre-seen case study.
- It is 60 minutes duration plus 15 minutes reading time.
- The assignment is invigilated, either by a training provider in a classroom or remotely online.

## Assessment materials

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

## Assessment procedure

Your accredited training provider will register your details with APM and will supply you with details of your assessment, and how to log in and take your assessments.

### For your **written assignment**:

- If you're sitting an assessment 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 question and plan your response.
- The assignment is worth 30 marks. One learning outcome is assessed across the three units.

### For your **scenario assessment and oral exam**:

- You'll be assessed by two assessors and both assessments will be carried out consecutively.
- The assessments can either be carried out in a physical location or virtually, using video conferencing software.
- The scenario assessment 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.
- The oral exam is worth 40 marks. Four learning outcomes are assessed across the three units.

Please note, two different platforms will be used for the virtual assessments – one for the scenario and oral exam, and another for the written assignment.

### During the assessment

- 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 assessor or invigilator.
- Conduct yourself in a way which makes it possible for the assessment to be carried out without hindrance or annoyance to the other candidates or to the assessor/invigilator.
- Return any notes to the invigilator if you're sitting the assessments in a classroom setting. If you're sitting the assessment virtually, please tear all notes up in front of the camera at the end of the assessment.
- For the written assignment assessment:
  - 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 assessment questions or your answers in any way.

### Written assignment online assessment format

The online assessment for the written assignment is in the following format:

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

### Navigating the examination

Your progress and time remaining are displayed in a progress chart at the top of the screen\*.

To respond to the question and complete the assignment, 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

Once you've completed the examination, click the Finish button.

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.

# Assessment regulations

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

The following rules on conduct apply to candidates attending an APM assessment 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 assessment, either from an assessor, invigilator or on screen. If you don't, your examination could be voided.
- You're required to comply with the ruling of the assessors/invigilator(s). They're obliged to report any cases of irregularity or improper conduct to APM. They're also empowered to discontinue your assessment if you are suspected of misconduct and to exclude you from the exam room.
- You're not permitted to be in the possession of any materials, mobile phones, tablets, smart watches, headphones, earphones, equipment, notes, books or other papers at any time during an assessment, other than those specified (the case study and your mobile phone for remote invigilation of the written assignment).
- Background music is not permitted during the examination/assessment.
- Contacting, communicating, talking to, getting help or copying from any other person/source during the examination/assessment.
- Consulting any materials or people outside the room during periods of authorised absence, while the exam/assessment is in progress.
- Behaviour that is considered inappropriate or abusive to the assessor, or invigilator/remote invigilator.
- You're not permitted to have any other webpages or applications open during your examination/assessment other than the examination/assessment 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/assessment materials anywhere or in way is NOT permitted.

The following rules on conduct apply to candidates attending an APM assessment in a **classroom setting**:

- You'll be required to provide photo evidence of your identity.
- 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.
- You're required to comply in all respects with any instructions issued by the examination invigilator/s or assessors before and during the examination/assessment.
- You're required to comply with the ruling of the invigilator/s or assessors. They're obliged to report any cases of irregularity or improper conduct to APM. They're also empowered to discontinue your examination or assessment 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 except from the case study; all books, bags, mobile phones, electronic communication devices or any item with smart technology functionality and other items should be left where the invigilator/assessor directs.
- You must not talk to, or attempt to communicate with, other candidates during the examination under any circumstances.

# Your results

## Assessment scores:

- There are 90 marks available across 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
  - written assignment – 15 marks

*\*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.

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

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

## Re-taking the assessment

You may either re-sit through an APM accredited training provider or register to attend one of the open assessments. 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 on APM's Assessment results enquiries/appeals process 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



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