



# FUNDAMENTALS

## **Introductory Certificate**

The APM Project Fundamentals  
Qualification

**Guide for Candidates**

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**Special arrangements**

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.

Please see pages 9 and 10 for further details.

## Introduction

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

No prior knowledge or experience in project management is required for this certificate, which covers knowledge areas from the *APM Body of Knowledge 6th 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 (subject to internal process review)**

Most candidates take the APM Project Fundamentals Qualification (Introductory Certificate) through an APM Accredited Provider who will advise of the date, venue and timing of the examination. Candidates taking the examination through an APM Accredited Provider will not be required to submit an individual application form. APM request that the training provider submits your name and individual email address. Further information required will be requested at a later date.

Some candidates prefer to take their examinations at an open examination centre. Please refer to APM's website for further information on open examinations. APM qualifications department will confirm the date and venue of your examination.

### **The examination**

- ◆ Lasts for one hour
- ◆ Contains compulsory 60 multiple choice questions
  - ◆ Each correct answer scores one mark
  - ◆ No deductions are made for incorrect marks
- ◆ Is available in paper or online format

Please refer to the instructions on page 6 for further information.

## Examination application

### **Introductory Certificate examination online**

An application form is not required for the online examination. Your accredited provider will register your details with APM. A valid email address must be provided together with your first and last names. APM will use your email to send your results and your name will be printed on your certificate in the format given.

Your accredited provider will arrange for you to take the examination either in a classroom or remotely at a location and time of your choice.

If you choose to take your examination remotely, you will be invigilated by an online proctor from Proctor U.

## Examination advice

### Examination centre

#### Do

##### Before examination day

- ✓ Advise the APM qualifications department of any special requirements (e.g. mobility, dietary) at least 5 days prior to the examination date.
- ✓ Locate the photo evidence that you will need to provide at the examination centre, e.g. driving licence, passport, work or student ID.

##### On examination day

- ✓ Arrive at the venue 20 minutes before the examination is due to start.
- ✓ Provide photo evidence of your identity.
- ✓ Bring a bottle of water.
- ✓ Familiarise yourself with the 'Rules of Conduct' in the examination room.
- ✓ 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.

#### Don't

- ✗ Arrive late. Late arrivals will not be permitted entry to the examination room.
- ✗ Communicate with other candidates or persons present in the room, except the invigilator, during the examination.
- ✗ Eat (unless expressly permitted).
- ✗ Bring any written or printed material into the examination room; all books, bags, mobile phones, or other communication devices and other objects should be left where the invigilator directs.

## Remote online examination

### Do

#### Before examination day

- ✓ Locate the photo evidence that you will need to provide at the examination centre, e.g. driving licence, passport, work or student ID.

#### On examination day

- ✓ Login to ProctorU at the appropriate time.
- ✓ Provide photo evidence of your identity.
- ✓ Follow the proctor's instructions.

### Don't

- ✗ Have any written or printed material in your examination room; all books, bags, mobile phones, or other communication devices and other objects should be removed.
- ✗ Leave the room during the examination.

## Examination procedure

### Taking the examination – at an examination centre

- ◆ The examination will last for 1 hour including reading time
- ◆ The question paper will contain compulsory 60 multiple choice questions
- ◆ You are required to answer all 60 questions
- ◆ A pro-forma answer sheet will be provided
- ◆ You will be provided with a test code and your unique candidate number; these numbers should be entered on your pro-forma answer sheet
- ◆ Candidates are required to mark their answers onto the pro-forma answer sheet
- ◆ The pro-forma answer sheet must be completed using the pencil provided
- ◆ Each entry must be made with a horizontal line in the spaces provided and any errors should be removed using the eraser supplied


### Taking the examination – remote online proctoring

- ◆ The examination will last for 1 hour including reading time
- ◆ The question paper will contain compulsory 60 multiple choice questions
- ◆ You are required to answer all 60 questions
- ◆ Your online proctor will guide you through the process

**Completing your examination booklet (paper based examination)**

Please see below a working example of how to complete your examination booklet.

FUNDAMENTALS



Introductory Certificate – The APM Project Fundamentals Qualification Examination paper	
Candidate number	
Date	
Location	
Examination paper	

You will find this on the front of your examination card

**General notes**  
Time allowed **1 hour**

**Answer all 60 multiple choice questions**  
Use the pro-forma answer sheet provided

**Completing the pro-forma answer sheet**


- Use the HB pencil provided to complete the pro-forma answer sheet
- Each entry is to be made with a HORIZONTAL line in the spaces indicated
- Errors must be removed using a good quality eraser – as provided

**TEST NUMBER**

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

**CANDIDATE NUMBER  
(REGISTRATION NUMBER)**

0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9



Insert YOUR Candidate number here

Insert YOUR Test Number here

**Marking Instructions:**

1. Use a HB pencil
2. Rub out any errors thoroughly
3. Fill in your answers like this  **NOT** like this  or likr this
4. Mark one and only one box for each question row.

**Do not open this paper until instructed by the invigilator.**

**Please note:** This question paper must not be removed from the examination room.

## Results

### Marking – paper based examinations

Examination papers are automatically marked using Optical Mark Recognition (OMR) software, one mark is allocated for each question answered correctly.

### Marking – online based examinations

Whether at examination centres or remotely proctored, you will receive an immediate indication of your result after clicking 'Submit'

### Notification of results (subject to internal process review)

**Paper-based examination takers:** Candidates will be notified of their results within a maximum 6 weeks of completing the examination. Candidates will be sent an email confirming their result. If candidates are successful they will be asked for confirmation of a postal address to enable a certificate to be sent. Candidates will be graded on a pass/fail basis and provided with their score. Successful candidates will receive a certificate in the post. Accredited Providers will also be notified of results.

**Online examination takers:** An email confirming the result will be sent by APM within 3 working days and a pdf certificate will be attached for successful candidates. It is recommended that you print your certificate using good quality paper and a colour printer.

You can obtain a paper certificate from APM at a cost of £27.00 + VAT by contacting [qualifications@apm.org.uk](mailto:qualifications@apm.org.uk).

*Please note APM cannot give results over the telephone.*

### 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: [apm.org.uk/openexams](http://apm.org.uk/openexams).

## Enquiries, Complaints and 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. If there are extenuating circumstances you feel would impair your performance please speak to your Accredited Provider, or APM direct for open examinations, to rebook.

Enquiries can be made regarding examination conditions and will only be accepted if the issue has been declared at the time of the examination or via the post examination survey.

Complaints can be made regarding dis-satisfaction with the standard of service from APM or your Accredited Provider.

Appeals will only be heard on the grounds that procedures and processes have not been applied consistently or fairly. There is a charge for all appeals which is refunded if the appeal is upheld. All appeals must be heard by the Appeals Panel whose judgement is final.

An enquiry, complaint or appeal must be made in writing to the APM qualifications department and be received no later than 30 days after the dispatch of your results. To help you provide the necessary information concerning an appeal, the appropriate form may be obtained from the APM qualifications department.



## Special arrangements

### Illness

**Examination centre:** 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.

### Cancellations

If you withdraw from the examination up to 7 days before the examination, a cancellation fee will apply. Details of the cancellation fee are available from the APM Qualifications Department.

If a candidate fails to attend the exam, the exam fee is payable in full.

**Remote proctoring online examination:** Please log in to your candidate portal and cancel your booking. Failure to do so may result in a cancellation charge.

### 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 with 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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