



Instructions to Examination Invigilators

APMP

APMP with PRINCE2® Prior Learning

Introductory Certificate

Risk Level 1

Risk Level 2

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Introduction for Examination Invigilators

The Association for Project Management is responsible for the allocation of invigilator duties. This document covers all Association for Project Management's invigilated examinations.

Both APM appointed Invigilators and invigilators acting under self-invigilation agreements with APM should ensure that they are familiar with the instructions within this document.

APMP Examinations	3 Hour written paper
APMP Recognising PRINCE2® Prior learning	2 Hour written paper
Introductory Certificate	1 Hour multiple choice paper
Risk Level 1	1 Hour multiple choice paper
Risk Level 2	3 Hour written paper

Invigilators shall ensure that candidates:

- show photographic evidence of identity.
- sign the attendance record sheet.
- do not communicate with each other during the examination.
- do not, unless expressly permitted by APM, bring any written or printed material into the examination room; and with the exceptions of translation dictionaries (with prior approval of APM) and *APM's Project Risk Analysis and Management Guide* for Risk Level 2 examinations only.
- have writing materials, including coloured pens, and pocket calculators which cannot be pre-programmed.
- do not eat during the examination (unless express permission by APM has been give for food to be consumed by named candidate(s)).
- do not leave the examination room within the first thirty minutes of the examination, save in exceptional circumstances, and with the permission of the invigilator. In order to avoid disturbing other candidates, candidates may not leave the examination room during the last fifteen minutes of the examination, save in exceptional circumstances and with the permission of the invigilator. Any candidate who leaves the room during this time must have their script collected by the invigilator before they leave their desk. Once a candidate has had their script collected and left the room, they may not return to the examination room.
- do not enter the examination room once the examination has commenced.

Before the examination day

APM appointed Invigilators

On receipt of your examination package, please check the contents and confirm with APM's qualification department that the attendance record sheet matches the candidate's names and reference numbers and that you have the correct number of envelopes.

Check that the examination papers are in sealed envelopes and have not been tampered with. Each envelope contains an examination paper and either sheets of lined and square paper or an OMR form, depending on the type of examination. The contents have been checked before leaving APM and will have a label across the seal of the envelope which will have been signed by a member of the qualifications department. Do not open any of the envelopes without permission from APM HQ.

Once you have checked your examination package, please contact APM's qualification department to confirm receipt either by telephone – 01844 271680 or via email; qualifications@apm.org.uk.

Invigilators acting under self- invigilation agreements with APM

On receipt of your examination package, please contact APM's qualification department to confirm receipt either by telephone – 01844 271680 or via email; qualifications@apm.org.uk.

All of the examination documentation must be stored in a safe secure place until ½ hour before the examination is due to commence. The contents have been checked before leaving APM and will have a label across the seal of the envelope which will have been signed by a member of the qualifications department. Do not open any of the envelopes without permission for APM HQ.

The following documents will have been supplied to you for use in the examination:

APMP / APMP with PRINCE2 prior learning / Introductory Certificate / Risk Level 1 / Risk Level 2

Examination Room Checklist

Invigilators Record

Conduct of the examination and right of appeal (for display)

Labels for candidates to re-seal their envelopes

Appeal Form

Attendance record / signing in sheet

Qualifications examination papers (in separate sealed envelopes) 1 per candidate and up to 5 spare

Qualifications application forms for late entries

Spare square and lined paper (APMP / APMP with PRINCE2 prior learning / Risk Level 2 only)

Map and directions (for APM invigilators only)

Wallet and plastic posting bag for returning all examination material to APM

On the day of the examination

If Invigilators have any questions or queries on the day of the exam they should contact APM qualifications department immediately on 01844 271680 or emergency out of hours on 07930 905987

Rules for Invigilators

1. Attend the exam venue at least 30 minutes before the exam is due to start.
2. Introduce yourself to the venue contact and make any necessary arrangements for relief periods during the examination (if required).
3. Familiarise yourself with the emergency procedures of the venue.
4. Display the 'Conduct of Examination and Right of Appeal' in a conspicuous place.
5. Inform the APM qualifications department if you are running late, have problems getting to or gaining entry to a venue.

The examination room

1. The examination room must be light, well-aired and quiet; there should be no external distractions.
2. There should be a telephone and a clock available for your use in the examination room. The clock must be visible to all candidates.
3. The desks should be adequately spaced and facilities must be provided for the candidates to complete the examination and not be overlooked by others.
4. The invigilator should have space to store any bags, books, mobile telephones or other items belonging to the candidates but not permitted in the examination.

Facilities

1. The venue should have washroom and toilet facilities available.
2. Drinking water should be available to candidates before and during the examination.
3. All facilities should be available for up to half an hour before the examination and half an hour afterwards.

If you are dissatisfied with the venue requirements please contact APM immediately.

Before the examination

1. Ask candidates to place all their belongings in a suitable place away from their desks.
2. Verify the identity and ask candidates to sign in on the attendance record / signing in sheet provided. Candidates must provide photo evidence of identity e.g. driving licence, passport, work or student ID.
3. Advise candidates of the length of the examination and what time it is due to commence.

During the examination

Invigilators should not leave the room, unless under prior arrangement with the venue contact or in emergencies. If possible, curtail any activity taking place in adjacent rooms or elsewhere that may be considered to be detrimental to the performance of the candidates via the venue contact.

1. Do not (unless advised by APM qualifications department) allow candidates to bring any written or printed material into the room of the examination.
2. Do not allow candidates to eat during the examination (unless advised by the APM qualifications department).
3. Do not allow any late arrivals into the examination room once the examination has commenced.
4. You may ask any candidate to leave the examination room, at any time, if you think this necessary to maintain proper conduct in the examination room; any such action, the reason for it, the time of the action and the time of the candidate's return (if applicable) must be recorded in writing.
5. Do not distract candidates in any way - for example by using laptops during the examination. (Invigilators should ensure that mobile phones are switched off or on silent).
6. Walk around the room at least every 20 minutes for the duration of the examination.
7. Give the candidates an extra 5 minutes for APMP or Risk Level 2 examinations and 2 minutes for Introductory and Risk Level 1 examinations to complete administration and candidate details.

Emergency procedures

1. Invigilators are expected to familiarise themselves with the safety and fire procedures of the examination venue and room and check fire escape routes.
2. The invigilator must advise all candidates of these and, in particular, draw their attention to the escape routes.
3. Should it be necessary to evacuate the building, the invigilator will oversee the evacuation of the examination room.

In case of disruption

1. Note the time at which the examination was disrupted.
2. Instruct candidates to leave their examination papers upside down on their desks and not to discuss the examination.
3. Accompany candidates to a safe place.
4. When permission is given to re-enter the building, accompany the candidates into the examination room.
5. Decide if the examination should be completed. If unsure how to proceed the invigilator should contact the APM qualifications department.
6. Detail the interruption and any recommendation in the invigilator's record which should be returned to APM.

In the event of accident or emergency in the examination room (such as a candidate falling ill), the invigilator should inform the named contact at the venue. Should such an emergency disrupt the examination, the invigilator must ask the candidates to stop writing and then resume again when conditions have returned to normal. Additional time should be allowed, at the invigilator's discretion, and a full account and appropriate comments must be recorded on the invigilator's record.

Examination procedures

APMP / Risk Level 2 Examinations – 3 Hours

0 minutes	<p>Advise candidates that they must read the instructions carefully and fill in their candidate details on each sheet of answer paper and the front of the question booklet.</p> <p>Advise candidates that they may commence the examination.</p> <p>Throughout - advise candidates at regular intervals of the time remaining.</p>
+ 175 minutes	<p>Advise candidates that they have 5 minutes left to complete the paper.</p>
+ 180 minutes	<p>Tell candidates to stop writing.</p> <p>Advise candidates they have 5 minutes to complete their administration i.e. candidate reference number and questions answered.</p> <p>Advise candidates to put the examination paper and answer sheets in the envelope provided.</p> <p>Advise the candidates to sign the label and stick it across the seal of the envelope.</p>
+ 185 minutes	<p>Collect envelopes.</p>

APMP Examination – 2 Hours

0 minutes	<p>Advise candidates that they must read the instructions carefully and fill in their candidate details on each sheet of answer paper and the front of the question booklet.</p> <p>Advise candidates that they may commence the examination.</p> <p>Throughout - advise candidates at regular intervals of the time remaining.</p>
+ 115 minutes	<p>Advise candidates that they have 5 minutes left to complete the paper.</p>
+ 120 minutes	<p>Tell candidates to stop writing.</p> <p>Advise candidates they have 5 minutes to complete their administration i.e. candidate reference number and questions answered.</p> <p>Advise candidates to put the examination paper and answer sheets in the envelope provided.</p> <p>Advise the candidates to sign the label and stick it across the seal of the envelope.</p>
+125 minutes	<p>Collect envelopes.</p>

Introductory Certificate / Risk Level 1 Examination – 1 Hour

0 minutes	<p>Advise candidates that they must read the instructions carefully and fill in their candidate details on the answer sheet provided (in pencil).</p> <p>Advise candidates that they may commence the examination.</p> <p>Throughout - advise candidates at regular intervals of the time remaining.</p>
+ 55 minutes	<p>Advise candidates that they have 5 minutes left to complete the paper.</p>
+ 60 minutes	<p>Tell candidates to stop writing.</p> <p>Advise candidates they have 2 minutes to complete their administration i.e. test number and candidate reference number.</p> <p>Advise candidates to put the examination paper and answer sheet in the envelope provided.</p> <p>Advise the candidates to sign the label and stick it across the seal of the envelope.</p>
+62 minutes	<p>Collect envelopes.</p>

Rules for appeal

1. Candidates may appeal against the decision of the examining body on the grounds of bias, disregard of APM regulations, failure to consider relevant additional information provided or an administrative irregularity.
2. An appeal must be made in writing to the APM qualifications department. Appeal forms are available in the invigilators pack.
3. Candidate appeals must be received by APM qualifications department no later than 15 working days from the examination date.
4. Invigilators should ensure they return all forms with their examination pack.

After the examination

Returning the examination papers

Please ensure the following documents are returned to the APM in the supplied wallet.

- Invigilators pack containing:
 - Examination room check sheet
 - Appeals forms
 - Conduct of the examination and right of appeal (for display)
 - Map / Directions
 - Labels
 - Invigilators record
 - Attendance record/signing in sheet
 - Candidate Feedback Forms
 - Spare Lined and Square Paper
 - Completed Qualification examination papers (in separate sealed envelopes) 1 per candidate and any spares

Please ensure that all examination packs are returned to APM HQ at the address below via **special delivery** or **Courier**.

Association for Project Management
Customer and Operational Services - Qualifications
Ibis House
Regent Park
Summerleys Road
Princes Risborough
Bucks
HP27 9LE

Contact Telephone Number Qualifications: 01844 271680

Emergency Out of Hours contact telephone number: 07930 905987