APM
Association for
Project Management

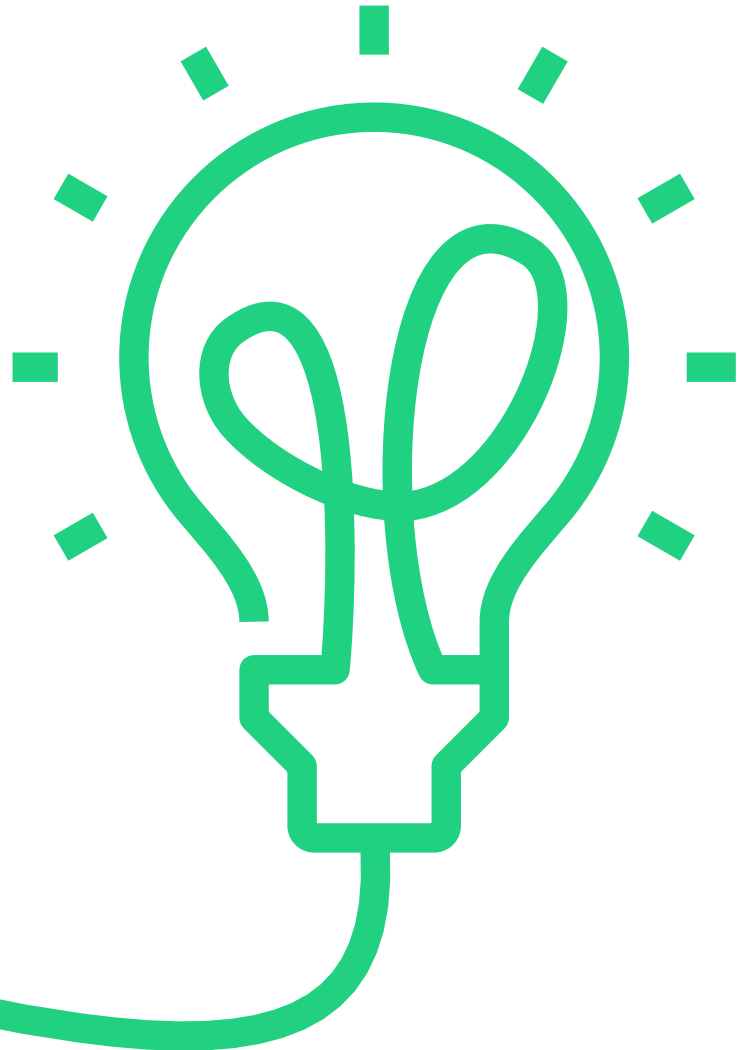# APM Project Fundamentals Qualification: Handbook

Because when projects
succeed, society benefits

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1   Introduction

The Association for Project Management (APM) is the only chartered membership organisation for the project profession in the world. Our activities raise the profile of the project profession, challenge the status quo where it matters and set the highest standards. In a complex world, we're helping the project profession deliver better. Because when projects succeed, society benefits.

Our range of project management qualifications are designed to support you throughout every stage of your career. The APM Project Fundamentals Qualification is the first step in our progressive suite of qualifications.

The APM Project Fundamentals Qualification is for anyone who wants to learn the basics of project management. You don't need any prior knowledge or experience for this qualification.

2   APM Project Fundamentals Qualification at a glance

Prior experience	None
Qualification level	SCQF Level 6 (equivalent to RQF Level 3)
Qualification structure	Based on the _APM Body of Knowledge_
Modes of study	Courses offered by APM Accredited Training Providers Self-study with open online exam
Total qualification time	Approximately 25 hours
Guided learning hours	Approximately 15 hours
Exam length	60 minutes
Exam model	The exam is completed online, in the Surpass platform. The exam includes 60 questions, each worth 1 mark, a total of 60 marks. The pass mark is 60%, i.e. 36 correct questions out of 60
Exam coverage	All learning objectives included in the APM Project Fundamentals Qualification syllabus
Question types	Multiple choice
Availability	You may study for the qualification and complete your exam at any time of year, whenever you are ready
Assessment language	English
Recommended minimum standard of English	Equivalent to an International English Language Testing System score of 6.0 or higher

3   What is a qualification handbook?

This qualification handbook includes all the key information that you need to know about the APM Project Fundamentals Qualification. This includes time commitments, qualification details and possible next steps.

The main components are the syllabus and logistical details for the qualification. Learning outcomes in the syllabus provide a high-level overview of the knowledge that you are likely to possess once you have successfully completed the qualification.

The handbook also provides details of the exam that you will complete at the end of the qualification, and how you will be assessed within the exam. The exam is how you demonstrate that you have achieved the learning outcomes for the qualification.

4   Why take the APM Project Fundamentals Qualification?

Being the best project professional requires ongoing learning. Our qualifications enable you to do just that, with the opportunity for professional development taking your expertise to the next level. Completing one of our qualifications shows your commitment to becoming a better project professional and delivering better project outcomes.

The APM Project Fundamentals Qualification is designed for people who want a broad understanding of the principles of the profession.

The aims of the qualification are to support you in developing:

- An awareness of common terminology.
- A broad understanding of the principles of project management.

The qualification will help you to gain the knowledge to make a positive contribution to any project.

5   Qualification level and accreditation

Our qualifications are recognised both nationally and internationally. The APM Project Fundamentals Qualification is recognised on the Scottish Credit and Qualifications Framework (SCQF). This means that it's been externally validated by an independent body.

The level of a qualification shows how difficult the learning is. The APM Project Fundamentals Qualification is accredited at Level 6 on the SCQF. Job roles at SCQF Level 6 may involve responsibility for providing support or services in a range of areas, where overall objectives are clear but elements of work may not be routine.

SCQF Level 6 is equivalent in difficulty to:

- Level 3 on the Regulated Qualifications Framework (RQF), which applies to England, Wales and Northern Ireland.
- Level 4 on the European Qualifications Framework (EQF).

6   Prior knowledge, understanding and experience

The APM Project Fundamentals Qualification is designed for people who are just starting out in a new project management role or looking to change their career completely. This qualification is for people who want a broad understanding of the principles of the profession.

There are no specific requirements for experience or other qualifications that you must have before studying for the APM Project Fundamentals Qualification. However, you will most likely:

- Be working or plan to work in a project environment.
- Be looking to progress your career and improve your employability.
- Be interested in learning about all areas of project management and not a particular methodology.

7   Studying for the qualification

a) Study options

There are two study options for the APM Project Fundamentals Qualification:

- Study with an APM Accredited Training Provider.
- Self-study with an open online exam.

Our Accredited Training Providers offer the qualification in many different formats including classroom, e-learning, distance learning, public and in-house courses. Information on our website will help you to find the training provider and course that is right for you.

The self-study option is known as the 'APM Project Fundamentals Qualification open online exam'; it is an exam-only route. This option is perfect if you want to gain a broad understanding of the principles of the profession, but don't require training. It allows you to complete your studies independently and then complete the exam at any time and place that suits you. It is available all year round.

The self-study route is suitable if you:

- Are looking to re-take the exam.
- Are an international project fundamentals candidate, who is studying in a location where training may not be available.
- Want to self-study.
- Have some pre-existing project management knowledge.

b) Support materials

We have developed a study guide for the APM Project Fundamentals Qualification. This study guide will be particularly useful if you are following the self-study route.

Other resources that will help to support your study for the qualification are:

- *The APM Competence Framework*, which is available in an interactive format on our website.
- *The APM Body of Knowledge*, which is available to purchase via our bookshop and is also available as a free PDF download for APM members.

If you're studying with an APM Accredited Training Provider, your course will be accompanied by study materials developed by your training provider. Your APM Accredited Training Provider will be able to advise if you would also benefit from accessing any of the other resources listed in this section.

8   When can you study and sit the exam?

The APM Project Fundamentals Qualification is available 24 hours a day, throughout the year.

If you'd like to study with an APM Accredited Training Provider, please see the <u>information on our website</u> for details of the start dates for the different courses on offer. Your APM Accredited Training Provider will advise you of the date, venue/online platform and timing of your exam.

If you're following the self-study route, you will need to book your open online exam directly with us, for a time and place that suits you. Further details about the open online exam, including booking your exam, are available on <u>our website</u>.

a)   Cancelling your exam

You'll be charged a fee if you cancel your exam, or if you fail to attend:

- If you cancel less than five working days before the assessment, the full fee will apply.
- If you cancel five working days or more before the assessment, a cancellation fee will apply.

Details of the cancellation fees are available from the <u>APM Qualifications Team</u>.

If you're unable to attend the assessment due to illness, you must inform us immediately. This should be done either through your organisation, the APM 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 your assessment date.

9   Learning hours

We've worked with our APM Accredited Training Providers to get an accurate understanding of the average amount of time that candidates will need to commit to completing the qualification:

- 25 hours is the average total time needed to study, revise for and complete the exam (also referred to as *Total Qualification Time*).
- 1 hour is the length of the exam.
- 15 hours is the typical amount of tutor input on a taught course (also referred to as *Guided Learning Hours*).
- If you're completing a taught course, you will need to complete approximately 9 hours of directed development in addition to the tutor taught input.
- All candidates should spend some time preparing for the exam.

10 Ensuring equality, diversity and fairness

a) Accessible exam model

We work hard to ensure that our qualifications are as fair and as accessible as possible for **all** our candidates. The Equality Act 2010 sets out the principles by which our exams and associated question development activities are conducted.

We are committed to making sure that our exams:

- Use appropriate means to allow all candidates to demonstrate their knowledge and understanding of project management.
- Provide opportunities for all candidates to achieve, irrespective of gender, age, disability, or special educational need, social, linguistic or cultural backgrounds.
- Assess content that is familiar to candidates whose studies have followed the APM Project Fundamentals Qualification syllabus and for which they are adequately prepared.
- Are free from stereotyping and discrimination in any form.

b) Reasonable adjustments

Reasonable adjustments can be made to the exam conditions in place for the APM Project Fundamentals Qualification. Reasonable adjustments are used to support you if you are experiencing a short- or long-term condition or are regarded as disabled in terms of the Equality Act 2010. All reasonable adjustments are made on an individual basis and will vary from person to person, according to each individual's specific needs.

Examples of reasonable adjustments include:

i.   Extra time and/or rest breaks.
ii. Use of a text reader or screen reader.
iii. Use of a scribe or reader.
iv. Permission to submit handwritten exam scripts.
v.   Permission to use specialist equipment.

i) Application process

All reasonable adjustment requests must be submitted to the adjustments@apm.org.uk at least 12 working days before your exam date.

We will consider each request on an individual basis. We will confirm any agreed reasonable adjustments within five working days of receiving your application. However, it may take longer if you do not include the required supporting documentation with your application.

Each agreed adjustment will apply for a period of six months, unless otherwise specified.

ii) Supporting documentation

You must include current supporting documentation with any request for a reasonable adjustment.

An example of acceptable documentation is a full diagnostic assessment carried out by a psychologist with a practicing certificate, or a specialist teacher holding an assessment practicing certificate.

If you are applying on other grounds, please provide a letter or report from a qualified medical professional, such as a GP, or a psychiatrist. All documentation must be signed and dated. Documents should include details of the diagnosis given, the symptoms you experience and how these could impact upon your ability to undertake the assessment.

Supporting documentation should also include recommendations for reasonable adjustments for your exam, from both you and the medical professional. Evidence from an employer confirming usual ways of working should also be provided, if relevant.

For further information on acceptable documentation, or for any related queries, please contact the APM Qualifications Team.

11 Qualification syllabus

a) **Introduction to the syllabus**

This syllabus provides an overview of the content covered within the APM Project Fundamentals Qualification. The syllabus is based on the _APM Body of Knowledge and c_ontent is referenced to each of the four main areas within the _APM Competence Framework._

- Setting up for success
- Preparing for change
- People and behaviours
- Planning, management and deployment

The syllabus is broken down into learning objectives and learning outcomes. Learning objectives provide a high-level summary of the learning expected. Learning outcomes provide a greater level of detail regarding the knowledge and understanding that you will have acquired once you have completed the qualification. Within the learning outcomes, where the term 'including' is used in brackets, this shows the topic areas that will be included within the exam and you are expected to learn.

The focus of this syllabus is on providing you with information on the areas of content that you will learn during your study for this qualification. Details of how this learning will be assessed are covered in the next section of this handbook.

b) **Relationship between the syllabus and the _APM Competence Framework_**

The _APM Competence Framework_ provides information about the competences that are required for effective project, programme and portfolio management. It aims to reflect both current good practice and the future needs of the profession and provides a benchmark for all those engaged in change initiatives. The framework consists of 29 competences, each based around outcomes that project professionals need to achieve.

Wording of each learning outcome in the syllabus indicates the level of proficiency that you are expected to have achieved once you have successfully completed the APM Project Fundamentals Qualification. However, we recognise that there's considerable variation in project management roles across different organisations. Both your study for the qualification and any practical experience that you may gain from your role will influence your level of proficiency.

c) **Relationship between the syllabus and the _APM Body of Knowledge_**

The _APM Body of Knowledge_ reflects the role of project-based working in achieving objectives for change at strategic and operational levels. It's intended for anyone who is interested in understanding more about achieving beneficial change through project-based working.

Key features include:

- An extended project life cycle structure.
- Topics covering iterative and linear life cycles, personal wellbeing, PMOs and other strategic functions.
- Recommended reading materials, including APM publications.
- A comprehensive glossary of key terminology.

You should not use the *APM Body of Knowledge* as a study guide for the APM Project Fundamentals Qualification, as not everything in the *APM Body of Knowledge* will be covered in the qualification. Nevertheless, you will find it to be a useful reference tool, which you can use to support your study for the qualification. Questions in the exam will align with terminology and processes included within the *APM Body of Knowledge*.

d) Qualification syllabus in detail

The qualification syllabus is broken down into learning objectives and learning outcomes. Learning objectives provide a high-level summary of the learning expected for the qualification. Learning outcomes reflect the competence criteria that are relevant to APM Project Fundamentals Qualification.

Learning objective	Learning outcome	*APM Body of Knowledge* 7th edition reference	*APM Body of Knowledge* 8th edition reference
1) Understand project management and the operating environment.	1.1 Define the term 'project'. 1.2 State the differences between a project and business as usual. 1.3 Define the term 'project management'. 1.4 State the key purpose of project management. 1.5 Define the terms 'programme management' and 'portfolio management' and their relationship with project management. 1.6 Describe why PESTLE analysis might be used by a project manager.	Glossary 1.1.1 (Organisational environment) 1.1.5 (Structural choices)	Glossary 1.1 (Projects and Organisations) 1.1.4 (Project Management) 1.2 (Projects) 1.3.2 (Change)
2) Understand project life cycles.	2.1 State the phases of a typical linear project life cycle. 2.2 State the phases of a typical iterative project life cycle. 2.3 Define the term 'hybrid life cycle'. 2.4 Define the term 'extended project life cycle.'	Glossary 1.2.2 (Linear life cycles) 1.2.3 (Iterative life cycles) 1.2.4 (Hybrid life cycles) 1.2.5 (Extended life cycles)	Glossary 2.5.1 (Linear life cycles) 2.5.2 (Iterative life cycles) 2.5.3 (Hybrid life cycles) 2.5.4 (Extended life cycles)
3) Understand the roles and responsibilities within projects.	3.1 Outline project management roles and responsibilities (including the project sponsor, project manager, project governance, project team members, end users, product owner and the project management office).	1.3.5 (Sponsorship) 1.3.8 (Temporary structures) 1.3.10 (Governance boards) 2.2.1 (The PMO) 3.3.1 (Communication)	2.6.2 (Sponsorship) 2.6.3 (Temporary structures) 2.6.4 (Governance boards) 3.5.4 (PMO) 4.1.4 (Communication) 1.1.3 (Project Leadership)

4) Understand project management planning.	4.1 Define the term 'deployment baseline'.	1.2.2 (Linear life cycles)	2.6.2 (Sponsorship)
	4.2 State how deployment baselines differ between linear and iterative life cycles.	1.2.3 (Iterative life cycles)	2.4.1 (Purpose of a business case)
	4.3 Outline the stakeholders of a project management plan.	1.3.5 (Sponsorship)	2.4.2 (Creating a business case)
	4.4 Outline the purpose and typical content of a business case.	1.3.7 (Business case)	2.4.3 (Maintaining business cases)
	4.5 Explain the role of a project sponsor and project manager in relation to developing a business case.	2.3 (Transition into use)	3.6 (Transition into use)
	4.6 Explain how a stakeholder analysis supports effective stakeholder engagement.	2.3.1 (Business readiness)	3.6.1 (Transition of project outputs)
	4.7 Define the term 'benefits management'.	2.3.2 (Transition of project outputs)	3.1.3 (Adoption and benefits realisation)
	4.8 State typical estimating methods (including analytical, analogous, parametric).	2.3.3 (Adoption and benefits realisation)	4.1 (Stakeholder engagement)
	4.9 Outline the purpose of the estimating funnel.	3.1 (Engaging stakeholders)	4.1.1 (Engagement planning)
	4.10 Explain why establishing success criteria is important at the start, during, and at the handover of a project.	3.1.1 (Stakeholders)	4.1.2 (Social context)
	4.11 Outline the purpose and benefits of project progress reporting.	3.1.2 (Social context)	5. (Planning and managing deployment)
		4. (Planning and managing deployment)	5.1.1 (Success and benefits)
		4.1.1 (Success and benefits)	1.2.4 (Project benefits)
		4.2 (Integrated planning)	3.1 (Benefits management)
		4.2.4 (Estimation)	5.4 (Integrated planning)
		4.2.10 (Deployment baseline)	5.4.1. (Estimation)
		4.3 (Controlling deployment)	5.5.3 (Deployment baseline)
		4.3.1 (Progress monitoring and reporting)	5.5.4 (Progress monitoring and reporting)

5)	Understand project scope management.	5.1	Define the term 'scope management'.	Glossary 1.2.2 (Linear life cycles) 1.2.3 (Iterative life cycles) 1.3.1 (Governance principles) 4.1.4 (Scope definition) 4.3.6 (Change control) 4.3.7 (Configuration management)	Glossary 5.7 (Resource management) 5.7.1 (Defining an organisational structure) 5.7.2 (Planning and allocating resources) 2.5.1 (Linear life cycles) 2.5.2 (Iterative life cycles) 2.6.1 (Governance principles) 5.2.1 (Scope definition) 5.11.1 (Change control process) 5.11.3 (Configuration management)
		5.2	Differentiate between scope management within linear projects and scope management within iterative projects.		
		5.3	Describe how product breakdown structures (PBS) and work breakdown structures (WBS) are used to illustrate the required scope of work.		
		5.4	Outline how a project manager would use cost breakdown structures (CBS), organisational breakdown structures (OBS) and the responsibility assignment matrix (RAM).		
		5.5	Define the terms 'configuration management' and 'change control' in the context of scope management.		
		5.6	Explain the relationship between change control and configuration management.		
		5.7	Outline the stages in a typical change control process.		
		5.8	Outline the activities in a typical configuration management process (including planning, identification, control, status accounting and verification audit).		
6)	Understand resource, scheduling and optimisation in a project.	6.1	State the purpose of scheduling.	Glossary 1.2.2 (Linear life cycles) 2.1.4 (Procurement strategy) 4.2.5 (Scheduling – critical path) 4.2.6 (Scheduling – critical chain) 4.2.7 (Resource optimisation)	Glossary 1.1.2 (Governance) 5.5 (schedule management) 2.5.1 (Linear life cycles) 3.3.2 (Procurement strategy) 5.5.1 (Scheduling – critical path) 5.6.3 (Resource capacity optimisation)
		6.2	State the purpose of critical path analysis.		
		6.3	State the purpose of milestones.		
		6.4	Define the term 'time boxing'.		
		6.5	Outline options for resource optimisation (including resource levelling and resource smoothing).		
		6.6	Define the term 'procurement strategy'.		
7)	Understand project risk and issue management in the context of a project.	7.1	Define the term 'risk'.	Glossary 4.2.2 (Risk identification) 4.2.3 (Risk analysis) 4.3.3 (Risk management) 4.3.5 (Issue management)	Glossary 5.10 (Risk and issue management) 5.4.3 (Risk identification) 5.10.3 (Risk analysis) 5.10.2 (Risk management) 5.10.1 (Issue management)
		7.2	Explain the purpose of risk management.		
		7.3	Outline the stages of a typical risk management process (including identification, analysis, response and closure).		
		7.4	Describe the use of risk registers.		
		7.5	Define the term 'issue'.		
		7.6	Outline the purpose of 'issue management'.		
		7.7	Differentiate between an issue and a risk.		
		7.8	State the stages of an issue resolution process.		

8) Understand quality in the context of a project.	8.1 Define the term 'quality'.	Glossary 2.2.2 (Decision gates) 2.2.4 (Audits and assurance) 2.3.5 (Administrative closure of products) 3.3.4 (Regulatory environment) 4.1.5 (Quality planning) 4.3.8 (Quality control)	Glossary 5.3 (Quality management) 5.3.2 (Quality assurance) 3.4.3 (Decision gates) 2.2.4 (Audits and assurance) 4.6.2 (Administrative closure of products) 3.3.4 (Regulatory environment) 5.3.1 (Quality planning) 5.3.3 (Quality control)
	8.2 Outline the purpose of 'quality management'.		
	8.3 Define the term 'quality planning'.		
	8.4 Define the term 'quality control'.		
	8.5 Outline the purpose of 'quality assurance'.		
	8.6 State the purpose of: decision gates, post project reviews, benefit reviews and project audits.		
9) Understand communication in the context of a project.	9.1 Define the term 'communication'.	Glossary 3.3.1 (Communication)	Glossary 4.1.4 (Communication)
	9.2 Outline the advantages of different communication methods (including face to face, physical and virtual).		
	9.3 Outline the disadvantages of different communication methods (including face to face, physical and virtual).		
	9.4 Outline the contents of a communication plan.		
	9.5 Explain the benefits, to a project manager, of a communication plan.		
10) Understand leadership and teamwork within a project.	10.1 Define the term 'leadership'.	Glossary 3.1.3 (Stakeholders) 3.2.1 (Teams) 3.2.3 (Team development) 3.2.4 (Leadership)	Glossary 4.3.1 (The challenges of project leadership) 4.3.3 (Judgement and decision-making) 4.4.2 (Dispersed teams) 4.4.3 (Wellbeing) 4.1 (Stakeholder engagement) 4.4 (Team management) 4.4.1 (Team development) 4.3 (Leadership)
	10.2 Explain how a project team leader can influence team performance.		
	10.3 Outline the challenges to a project manager when developing and leading a project team.		
	10.4 Outline how a project manager can use models to assist team development (including Belbin and Tuckman).		

12 How is the qualification assessed?

a) Exam format

The exam is completed online in the Surpass platform. It has a time limit of 1 hour, so time management is critical.

The exam is in the following format:

• Introduction and instructions pages.

• Section 1: GPDR, employer and country selection.

• Section 2: Live examination questions.

• Section 3: Survey questions (if applicable).

The introduction screen can be accessed at any time during the examination by clicking the '?' button at the bottom of the screen.

There are 60 questions in the exam, worth a total of 60 marks.

You should attempt every question in the exam.

b) Language of the exam

Exams are delivered and assessed in English.

It's important that you have an appropriate level of English language skills, to be successful in the qualification.

If your English is at a standard equivalent to one of the following, then you should be able to successfully engage with the qualification:

• An International English Language Testing System (IELTS) score of 6.0 or higher.

• A Pearson Test of English Academic (PTE Academic) of 51 or higher.

• A Common European Framework of Reference (CEFR) level B2 or higher.

• A Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) score of 76 or higher.

c) Exam coverage

All the learning objectives and learning outcomes in the syllabus for the APM Project Fundamentals Qualification will be assessed in your exam with one learning outcome assessed twice.

d) Question type

Your exam will comprise of 60 compulsory multiple-choice questions.

All of the questions are presented in a consistent style. There is a short question followed by a choice of four possible answers.

You're required to use your knowledge to select the correct answer. Only one option will be correct. You answer the question by clicking on the option to select the correct answer option.

Each question is worth 1 mark. You will score a 0 mark for any questions that you don't answer. No marks are deducted for incorrect answers.

All questions in the exam are standalone, which means that they don't rely on information or answers from other questions.

Questions will be presented in the following styles:

• A query, e.g. "Which of the following...?"

• A request to complete a statement, e.g. "Project management can be defined as...."

• A request to fill in a missing word in a statement, e.g. "The five phases of the extended project life cycle are: concept, definition, _____, handover and closure and benefits realisation."

• A list asking the candidate which of the following is correct, e.g.

> **Which of the following are phrases in an iterative project life cycle?**
> 1) Concept
> 2) Feasibility
> 3) Deployment
> 4) Development

3 and 4 only

1, 2 and 3

1 and 2 only

2, 3 and 4

e) Ensuring the validity of the exam

We've developed a robust bank of questions from which the APM Project Fundamentals Qualification exams are selected. We regularly review the bank and develop new questions to ensure that the qualification continues to reflect advances in project management and incorporate any updates to the syllabus.

All our question writers have been trained in how to write questions. Once questions have been written they are reviewed by the APM Project Fundamentals Qualification Senior Examiner Team before they are included in the question bank.

All APM Project Fundamentals Qualification exam papers are generated by using a set of commands which specifies the number of questions to be selected from each learning outcome. The commands also control the overall difficulty of each exam.

13 Completing your exam

a) Preparing for the exam

Before the day of the exam you should:

1. Familiarise yourself with the format of the exam.
   - Practise using the sample exam available on our website.
2. Be comfortable with all the arrangements for the exam.
   - Preparing in advance will allow your focus to remain on the exam and not the technology used to deliver the exam.
   - Make sure you know how to access the exam and how select your answers.
3. Save the information with your link to the exam and login information to your computer desktop. This will help you to find them easily on the day of the exam. This information will be sent to you by your APM Accredited Training Provider or directly by us.
4. Refer to our website and *'Frequently asked questions. Online Exam Support: General information and Troubleshooting FAQs'* for more details about the online exam experience.

Suggestions for exam techniques

As part of your preparation for the exam, you may find it helpful to consider techniques that will help you work efficiently during the exam. Some suggestions are:

- Take time to read each question carefully before you select your answer. If you rush you may miss a key point in the question and answer incorrectly as a result.
- Read the question and try to think of an answer before looking at the options. Next, look at the options to see if there's an option similar to your thought. If the answer is not obvious, move on to the next question and flag this question so you can return to it at the end of the exam.

- Read the question and options, then discount the options which you think are incorrect. Select your answer from the remaining options. Once you have done this for all questions, you can return to any questions that you want to consider in more detail.

- You should answer all questions, even if you don't know the correct answer. You are awarded 0 marks for any question that you don't answer. However, you have a 25% chance of getting the question correct by selecting an answer you think might be correct.

- Make sure you leave enough time at the end of the exam to briefly read through each question to confirm you are content with your chosen answer. As the exam is 60 minutes and there are 60 questions, it is recommended you spend one minute per question, including reading time.

b) During the exam

The exam has a time limit of 1 hour. During the exam you should:

- Follow the guidance provided by the invigilator or on screen.

- Perform a security check before the start of the exam, when you are asked to do so.

- Enter a keycode to start the exam. You will be provided with this at the start of the exam, either onscreen or by an invigilator.

- Complete the exam without a break, unless it's been agreed previously with us via a request for a reasonable adjustment or you are told to do so by the invigilator.

- Not behave in a way that could distract or annoy other candidates, or the invigilator.

- Not navigate away from the exam delivery page or have any other application open.

- Not leave the proctor examination page if taking your examination remotely.

- Not copy any exam questions or your answers in any way.

- Return any notes to the invigilator at the end of the exam, if you are completing the exam in a classroom setting. If you are completing the exam online, please tear all notes up in front of the camera at the end of the exam.

c) Navigating the exam

During the exam, your progress and time remaining for the exam are displayed in a progress chart at the top of the screen[1].

You may answer the questions in any order using various methods.

- If you repeatedly click the next button, you will progress through the exam forwards from the beginning to the end of the exam, one question at a time. The back button is available for going in the other direction.

- If you highlight a question number tab on the left-hand side of the screen it will take you to that specific question.

- You can also use the section review tab at the bottom of the screen. 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 during the exam.

- To answer a question, click on the answer that you consider to be the correct option. Your selected option will change colour to show it has been selected.

- At the end of the exam, once you have answered all the questions and checked your answers, you should click the **Finish Test** button to submit your answers. If you haven't un-flagged some of the questions, you will be asked if you still wish to submit. You'll also be warned if you haven't answered all of the questions.

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

- Your exam will automatically be submitted once you have confirmed you wish to finish. If your exam time allowance expires, your exam will automatically be submitted.
- Once your exam has been submitted, you'll see your provisional grade, which is subject to validation by us.

d) Exam regulations

The following rules on conduct apply to **all** candidates attendign an APM exam:

- You are required to provide photo evidence of your identity, immediately before the start of the exam.
- You are **not** permitted to be in the possession of any materials, such as mobile phones (except for remote invigilation where mobile phones are needed), tablets, smart watches, headphones, earphones, equipment, notes, books or other papers at any time during an exam.
- You are required to comply with all instructions that are given before and during the exam, either from the invigilator or on screen. If you don't, your examination could be voided.
- If applicable you are required to comply with decisions made by the invigilator/remote invigilator. They are required to report all cases of irregularity or improper conduct to APM. They are also empowered to end your exam if you are suspected of misconduct and to exclude you from the remainder of the exam.
- Behaviour that is considered inappropriate or abusive to the invigilator/remote invigilator is **not** permitted.
- The copying or reproduction of APM exam questions, your answers to questions or any exam materials anywhere or in way 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.
- You are **not** permitted to have any other webpages or applications open during your exam other than the exam delivery page, unless permission has been granted via a reasonable adjustment prior to the exam.
- You must not talk to, or attempt to communicate with, other candidates/individuals during the exam under any circumstances.

The following rules apply specifically if you are attending an APM exam in an **online setting**:

- Background music is **not** permitted during the exam.
- You are **not** permitted to have any other webpages or applications open during your exam other than the exam delivery page, unless permission has been granted via a reasonable adjustment prior to the exam.

The following rules apply specifically if you are attending an APM exam in a **classroom setting**:

- You need to arrive at the exam venue 30 minutes prior to the exam start time. Late arrivals will not be permitted entry into the exam room.
- You must **not** talk to, or attempt to communicate with, other candidates/individuals during the exam under any circumstances.

Full online exam rules and regulations can be found on the APM website.

14 Award of the qualification

a) Format and provision of results

i) Examination scores

The pass mark for the APM Project Fundamentals Qualification is 60% of the total available marks[2], i.e. 36 questions correct out of 60.

Each question is worth 1 mark. The exam has a maximum score of 60 marks.

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2   This may be changed on the recommendation of the Senior Examiner Team during the lifetime of the qualification

ii) Notification of results

You'll receive an immediate indication of your result after your exam has been submitted.

You'll be sent an email to confirm your result within two weeks of your exam. If you're successful, you'll also be sent a PDF certificate and an email from our partner Credly to claim your digital badge.

If you studied with an accredited training provider, they will also be notified of your result.

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

Your result will be graded on a pass/fail basis; you will also be provided with your score.

b) Assessment results enquiries and appeals

By completing the assessment, you're confirming that you're fit to do so. We will not hear appeals about your well-being during the exam.

You can find further information on APM's Assessment Results Enquiry Process on the APM website.

c) Re-sitting the exam

If you need to re-sit the exam, you may:

• Re-sit through an APM Accredited Training Provider.

• Re-sit the online open exam.

To register for a re-sit you should:

• Contact your APM Accredited Training Provider.

• Contact qualifications@apm.org.uk, to register to complete the online open exam.

You can re-sit the exam at any time during the year.

15 Progression beyond this qualification

Once you have successfully completed your APM Project Fundamentals Qualification, you may want to undertake further study, or find out more about some of the areas that you studied in the APM Project Fundamentals Qualification.

If you want to study project management at a higher level, the APM Project Management Qualification might be the right qualification for you. Our website includes details of all our qualifications that we offer.

If you aren't already a member of APM, becoming a member is another next step to consider. We are the only chartered membership organisation for the project profession, and we have a community of more than 37,000 individual members and more than 450 corporate partnerships. All levels of membership include access to tools and resources that you can use to maintain and develop your understanding of project management.

Version control

Date	Version	Author	Reason for revision	Sections/page
July 2024	V2	Jayne Skeith	Turnaround of results updated	14 a) ii)
December 2024	V3	Tracey Unwin	Update and clarity to notional hours	Section 2 and section 9
April 2025	V4	Tracey Unwin	Update to Body of Knowledge references to include the 8th edition	Sections 2, 7 and 11

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