

IPMA»

international
project
management
association



ASSESSMENT SPECIFICATIONS

IPMA Level D: Certified Project Management Associate

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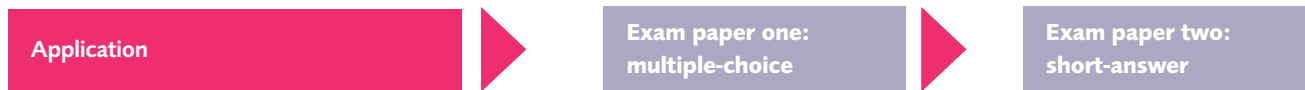
The Association for Project Management (APM) is the UK certifying body for the International Project Management Association (IPMA) and is validated to deliver IPMA accreditations at Levels A to D. This document outlines the specification for the assessment method for the IPMA Level D: Certified Project Management Associate qualification.

1. Context

All syllabuses developed for IPMA qualifications by APM are based on the *IPMA Individual Competence Baseline, version 4.0 (ICB4)*. IPMA Level D: Certified Project Management Associate requires candidates to demonstrate knowledge of competence elements in non-complex projects.

2. Structure

If an applicant enters through an APM Accredited Provider, it is the provider's responsibility to carry out the eligibility check so that a decision on their suitability can be taken. If an applicant books on to a qualification directly with APM, the applicant will be asked to confirm they have completed the eligibility check, a decision on their suitability will be made by APM.



3. Examination overview

Candidates must pass both papers to achieve the qualification, they have 18 months to complete the qualification from the date their application is accepted. Each paper may be taken separately, and in any order. Candidates may re-sit one or both parts once before being marked as "not yet competent". In this case, the candidate must start the process again from the initial application. Once awarded, the certification period lasts for five years.

	Format	Duration	Questions	Coverage of syllabus	Pass mark
Paper one	Multiple choice	One hour	60	50%	60%
Paper two	Short answer	Two hours	12 from 14	50%	60% plus a minimum of one mark for each question attempted

4. Exam specification

Paper one – multiple-choice paper:

- each paper contains questions across the 50 per cent of learning outcomes being assessed (see appendix A);
- the order of questions is randomised;
- the frequency of the correct answer being A, B, C or D is not equal in any one paper and;
- the order of A, B, C and D as correct answers does not follow a pattern.

Each question:

- will take the typical candidate no more than one minute to read and answer;
- is appropriate for the target audience for the IPMA Level D: Certified Project Management Associate qualification;
- is unambiguous and;
- stands alone and does not rely on an answer from another question that appears in the examination paper.

Question and answer formats:

- will offer possible answers of approximately the same length within a single question;
- will use similar grammar for all possible answers within a question;
- will be written in the third person and will be clear and concise;
- will avoid repeated use of terms and phrases;
- will contain four options from which to select the right answer and;
- shall only have one right answer.

Allocation of marks:

- Each question is worth one mark.
- The absence of an answer will score zero.
- Multiple answers to one question will score zero.
- Candidates must achieve 60 per cent or more to pass.

Paper two – short-answer paper:

- each question paper contains questions across the 50 per cent of learning outcomes being assessed (see appendix A);
- it is explicit that candidates need to answer 12 from 14 questions;
- the order of questions is randomised and does not follow the order within the syllabus;
- all learning outcomes being assessed are given equal weighting and;
- each question stands alone and does not provide the answer to another question on the paper or rely on an answer from another examination question in the paper.

Each question:

- is worth five marks;
- can be read and understood in two minutes;
- is allocated eight minutes to answer and;
- will address one learning outcome and allow candidates to demonstrate their knowledge in relation to the learning outcome.

Allocation of marks:

- Candidates must achieve a score of 60 per cent (36 out of 60) AND score at least one mark in each of the 12 questions attempted.
- If a candidate answers fewer than 12 questions, the unanswered questions of the 12 are scored at zero and the candidate will have failed the exam.
If a candidate answers more than 12 questions, markers will only mark the first 12 attempted.
- The marks required to pass are achieved over the 12 questions.

APPENDIX A

Assessment approach for IPMA Level D: Certified Project Management Associate

Question type by learning outcome (LO)

Unit	Learning outcome	MCQ	SAQ
1	1	Blacked-out square	
	2		Blacked-out square
	3	Blacked-out square	
	4		Blacked-out square
	5		Blacked-out square
2	1	Blacked-out square	
	2	Blacked-out square	
	3	Blacked-out square	
	4		Blacked-out square
	5		Blacked-out square
	6		Blacked-out square
	7		Blacked-out square
	8		Blacked-out square
	9	Blacked-out square	
	10	Blacked-out square	

Unit	Learning outcome	MCQ	SAQ
3	1	Blacked-out square	
	2	Blacked-out square	
	3	Blacked-out square	
	4		Blacked-out square
	5		Blacked-out square
	6		Blacked-out square
	7		Blacked-out square
	8		Blacked-out square
	9	Blacked-out square	
	10	Blacked-out square	
	11	Blacked-out square	
	12		Blacked-out square
	13	Blacked-out square	

Definitions:

MCQ – multiple choice question

SAQ – short answer question

Blacked-out squares – selected assessment method

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