



THE **CHARTERED BODY** FOR
THE **PROJECT PROFESSION**

FUNDAMENTALS

APM Project
Fundamentals
Qualification (*PFQ*)

Candidate Guidance

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Introduction

The APM Project Fundamentals Qualification 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 7th 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

Most candidates take the APM Project Fundamentals Qualification through an APM Accredited Provider who will advise of the date, venue and timing of the examination.

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

If you have any special requirements (further information on these can be found on page 6) please advise the APM Accredited Provider you are taking the exam through or the APM Qualifications Department at least 5 days prior to the examination date (10 days if taking an examination overseas).

Fees apply for cancellation or non-attendance. If you withdraw from the examination up to 5 working days before the examination, a cancellation fee will apply. Details of the cancellation fee are available from the APM Qualifications Department

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, APM Accredited Provider or directly to APM. A medical certificate signed by a doctor must be provided within 5 working days of the examination date.

Examination Advice

Examination details

- Lasts for one hour, including reading time.
- Contains 60 compulsory multiple choice questions.
- Each correct answer scores one mark.
- No deductions are made for incorrect marks.

Examination materials

- A selection of pencils to write with (paper-based exam).
- An eraser (paper-based exam).

Examination procedure

Paper exams

- 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 an HB pencil only.
- Each entry must be made with a horizontal line in the spaces provided and any errors should be removed using an eraser.

Online exams

- Your APM Accredited Provider will register your details with APM.
- The APM Accredited Provider will supply you details of how to log in and take your examination.
- If you are sitting an exam that is being remotely invigilated, you will be asked to perform a security check prior to the examination taking place.

During the examination

- 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.

Examination Regulations

The following rules on conduct apply to students sitting APM examinations:

- You need to arrive at the examination venue 30 minutes prior to the examination start time. Late arrivals will not be permitted entry into the examination room.
- Provide photo evidence of your identity.
- You are required to comply in all respects with any instructions issued by the examination invigilator/s before and during the examination.
- You are required to comply with the ruling of the invigilator/s. They are obliged to report any cases of irregularity or improper conduct to the APM. They are also empowered to discontinue your examination if you are suspected of misconduct and to exclude you from the examination room.

- You are not permitted to bring any written or printed material into the examination room; all books, bags, mobile phones, electronic communication devices or any item with smart technology functionality and other items should be left where the invigilator directs.
- You are not permitted to remove either your answer sheet or your question paper from the examination room. All candidate answer sheets and question papers remain the property of APM.
- Candidates must not talk to, or attempt to communicate with, other candidates during the examination under any circumstances.

Your Results

Examination scores

- The pass mark is 60% of the total available marks*.
- Each question carries a maximum of 1 mark.

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

Notification of results

Please note: APM cannot give results over the telephone.

Paper-based examinations

Candidates will be advised of their results within a maximum 6 weeks of completing the examination. Candidates will be sent an email confirming their result, which is graded on a pass/fail basis, and provided with their score. If candidates are successful, they will be sent a PDF certificate and a digital badge.

Online-based examinations

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

An email confirming the result will be sent by APM within 3 working days. Candidates will be sent an email confirming their result which is graded on a pass/fail basis and provided with their score. If candidates are successful, they will be sent a PDF certificate and a digital badge.

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: <https://www.apm.org.uk/qualifications-and-training/qualifications-find-out-more/open-exams/>

Assessment Results Enquiries/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. Further information on APM's Assessment Results Enquiries/Appeals process can be found on APM's website: [apm.org.uk/apm-complaints-process/assessment-results-enquiry-process](https://www.apm.org.uk/apm-complaints-process/assessment-results-enquiry-process)

Special Arrangements

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, by 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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