



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

FUNDAMENTALS

APM Project
Fundamentals
Qualification (*PFQ*)

Assessment Specification

Assessment Specifications

This document outlines the specifications for the questions and examination papers for:

- The APM Project Fundamentals Qualification.

This examination comprises the external assessment for the APM Project Fundamentals Qualification.

These specifications are provided for:

- APM staff: to construct fit for purpose exam papers and manage the question writing and paper production process.
- APM's Professional Standards and Knowledge Committee: for quality assurance purposes.
- APM's Senior Examiner Team (SET): for quality assurance purposes, to ensure all questions and papers meet the agreed specifications.
- Question writers: to ensure all questions are written in accordance with the specifications.
- Accredited providers: for information purposes.
- Markers: for information purposes.

Project Fundamentals Qualification Examination

1. Context

The APM Project Fundamentals Qualification will give candidates the ideal start in the profession, providing them with a fundamental awareness of project management principles and terminology.

2. Examination overview

The examination is based upon the learning outcomes and assessment criteria specified in the APM Project Fundamentals Qualification syllabus.

The APM Project Fundamentals examination:

- Is of one hour duration, which includes sufficient time to read all questions.
- Contains 60 compulsory multiple-choice questions of equal level of demand.

3. Examination instructions to candidates

Instructions given to the candidates, which include Candidate Guidance Notes and Exam Technique documents, are available on the APM website: www.apm.org.uk.

4. Specification for an APM Project Fundamentals Qualification examination (online/paper)

Compilation of an APM Project Fundamentals Qualification question paper is validated to ensure that:

- Each question paper contains questions across the entire syllabus.
- The questions forming each paper are drawn from the full range of learning outcomes to reduce the chance of overlap between individual questions.
- The order of questions is randomised rather than following the order within the syllabus.
- All assessment criteria examined have equal priority.
- No single assessment criterion is examined significantly more than any other.
- The frequency of the correct answer being A, B, C or D is **not** equal in any one paper.
- The order of A, B, C and D as correct answers does **not** follow a pattern.

5. Allocation of marks for the paper

- Each question is worth 1 mark.
- The absence of an answer will score 0.
- Multiple answers to one question will score 0.

6. Pass mark

The pass mark is 60%* of the available marks, i.e. 36 correct questions out of 60.

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

7. Each question that appears on the question paper:

- Will take the average candidate no more than one minute to read and answer.
- Is appropriate for the target audience for the APM Project Fundamentals Qualification.
- Is unambiguous.
- Stands alone and does not rely on an answer from another question that appears in the examination paper.

8. Question and answer formats and wordings

- All possible answers within a single question will be about the same length.
- Similar grammar will be used for all possible answers within a question.
- Questions and answers will be written in the third person and will be clear and concise.
- Questions may include a diagram, on which the question is based, e.g. an extract from a network diagram.
- Questions will avoid repeated use of terms and phrases.
- Questions will be written using the following command verbs:

Verb	Definition
<i>Differentiate</i>	Recognise or determine what makes something different.
<i>Define</i>	Give the nature, scope or meaning.
<i>Describe</i>	Give an account, including all the relevant characteristics, qualities and events.
<i>Explain</i>	Give an account of the purpose(s) or reason(s).
<i>Outline</i>	Set out the main points/characteristics.
<i>State</i>	Express the details without elaboration.

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