# APM rules and regulations for remote invigilated examinations

## Introduction

These rules and regulations apply to all APM qualification candidates undertaking a remote invigilated examination.

Candidates should ensure they are familiar with the rules and regulations within this document before taking the examination. Confirmation of having read and agreeing to these rules and regulations is required before starting the examination.

Failure to comply with these rules and regulations may mean that the candidate is disqualified, and their result is voided.

# APM rules and regulations for remote invigilated examinations

By registering for an APM examination you are agreeing to obey by the rules and regulations.

## Equipment needed for the assessment

You will need to undertake the equipment set-up prior to the examination date, so that an automated systems check can be carried out on the equipment you intend to use for the examination. This is to ensure it meets the necessary specifications for the examination to run smoothly. This needs to be done in a timely manner before your examination, so, if there are any issues, there is time to resolve them before the examination takes place. Details of the system requirements and set-up can be found in the User Guidance for remote invigilation candidates:

**User guidance**

## Candidate experience video

You should view the candidate experience video to ensure you are familiar with how to navigate around the assessment site before the examination date.

**Candidate experience**

## Dress code

You should be appropriately dressed for the examination. No hoodies should be worn. No hats or sunglasses are permitted, and your eyes should be clearly visible to the online invigilator. If you wear a headscarf, you will be required to show your ears during the environment check, but you do not need to remove it.

## Examination security checks and identification

You should allow at least an extra 15 minutes to the normal examination duration. This will provide time to carry out the necessary personal identity and environment checks before you take your examination. Acceptable types of identification are:

- Passport
- Photographic driving licence
- National ID card

If a you don't have any forms of the identification listed above, please contact the APM Qualifications Team to discuss your options.

You will be required to conduct a floor-to-ceiling scan of the whole room, desk and workspace so that ProctorExam are satisfied that the exam environment will not compromise the integrity of the exam. You will need a mobile device to complete the scan. If you do not complete the environment scans effectively and slowly, your exam may be flagged for review.

## Examination delivery page

As the examination is delivered in Google Chrome rather than in a locked down software application, there is the potential to move away from the examination delivery page. ProctorExam monitor and record any other web pages that are being used. So please ensure that you have only the examination delivery tab open and do not navigation away from this page as this will void your examination.

## Leaving the examination room

You will be expected to complete the examination without a break, unless it has been previously agreed with APM via a request for a reasonable adjustment. However, should you need a break during the exam time, it will be recorded that you have taken temporary leave.

**Please note:** The clock will not be stopped whilst you are absent from the examination, so taking a break will reduce the amount of time you have to complete your examination. You may also be asked to carry out a further environmental scan on your return to ensure that the exam environment has not been compromised.

If you are seeking a reasonable adjustment and expect to need a break during the examination time, you should inform your Accredited Provider (AP) of this at the time of booking the examination so provisions can be made. Under no circumstances are any kind of notes to be removed from the examination room or brought back into it following a break. If this is done, the exam will be reviewed, you will be disqualified, and the result declared void.

## Ending the online exam

You can terminate the examination by clicking the 'Finish' button at any point, if you do then you will not be able resume the examination. Otherwise, the examination will end at the end of the allotted time.

Please ensure you also click the 'Finish' button on screensharing.

## Remote Invigilation

APM's remote invigilation services are provided by ProctorExam.

The exam may be monitored in real-time via the webcam facility with audio and video connections or recorded and reviewed after the exam session.

Live feeds to the candidates are viewed and recorded through the screen-sharing technology to ensure the exam is carried out with integrity. If something untoward happens, e.g. a fire alarm goes off or there is a technical problem once the online examination has started, you can contact the remote invigilator via the live chat functionality, and they will support you as required. If the time delay is too long, it may be necessary to reschedule your examination.

## Smoking/vaping

Is forbidden during the examination.

### Food and drink

Food and drink are not normally permitted during an examination, but a bottle of water may be taken in if you wish to do so. However, the water bottle cannot have any labels and needs to be see-through.

You will need to show this during the environment check process. Bringing in water is at your own risk, as a spillage may compromise the functionality of your computer and therefore your ability to complete the examination.

### Noise

Once the examination starts, complete silence must be observed throughout. Mobile phones (unless being used to record the session), tablets, watch alarms and pagers must be turned off and stored outside the room for the duration of the examination. The only reason for speaking to the invigilator is in the case of malfunction of the examination or to report a reason to pause or abort the examination e.g. fire alarm.

### Use of calculators

If your examination requires the use of a calculator this will be available on the examination delivery pages.

### Dictionaries

You are not permitted to have access to a dictionary during the examination. If English isn't your first language, you can use a translation dictionary. This can only be used with prior consent from APM and you will be required to show this during the security checks.

### Use of notes, books and other electronic devices

Your workspace must be clear of books, notes, any other papers or internet enabled electronic devices including watches, apart from the equipment they are using to take the examination. There must be no notes or diagrams on the walls or other surfaces that may constitute to help you.

### Data Protection

It is the APM's policy not to return assessments to candidates as scripts are exempt from the UK Data Protection Act of 1998, Schedule 7, and Section 9 (1). Video footage from the exam session will be retained for 30 days, after which it will be securely destroyed.

### Results

For multiple choice online examinations, a provisional pass/fail result will be available on completion of the examination, and the confirmed graded result available within three working days. For short written answer examinations, results will be available in approximately 10 weeks after the examination. Your results will be emailed to you, we don't give results out over the phone.

**Results enquiries and appeals**

An enquiry or appeal must be made in writing, by email, to the APM qualifications department, and be received no later than 30 days after the dispatch of your results. Details of the process can be found below:

<div style="background-color:#e4004c; color:white; padding:10px; display:inline-block">**Assessment results enquiry process**</div>

# Breach of the APM rules and regulations for remote invigilated examinations

Any breach of the rules contained in the APM assessment rules and regulations document will be investigated by the APM and may result in action being taken against the candidate. Examples of breach may include:

- Being in possession of any materials, calculators, mobile phones, tablets, smart watches, headphones, earphones, equipment, notes, books or other papers at any time during an examination session, other than those specified in advance by APM

- Contacting, communicating, talking to, or copying from any other person/source during the exam

- Helping or receiving help from another person/source either online or in person

- Leaving the room without prior permission agreed by APM and the express permission of the remote invigilator (where relevant)

- Consulting any materials or people outside the room during periods of authorised absence, while the exam is in progress

- Behaviour that is considered inappropriate or abusive to the remote invigilator

- No valid ID provided, and any person taking or submitting an assessment on another candidate's behalf

Where the exam is monitored in real-time, if the online invigilator considers there has been any breach of the rules and regulations, they are empowered to stop the examination, where applicable. Any such material considered as evidence of the candidate's intention to evade the rules will be retained as evidence and reported to APM.

Where the exam is record and review, the video will be reviewed after the examination and any breach of the rules and regulations will be reported to APM. Action may include the assessment being voided and being disqualified from the examination.

**Association for Project Management**

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