



APMP Practitioner Orientation

Lesson 2: Understanding How to Approach an Objective Testing Exam

Registering for and taking the exam

Registration

- You may register for the exam directly or, if you are taking the exam under the guidance of an ATO, the ATO may have already registered you.
- If you are registering yourself, you will have to pay for the exam at the point of registration.
- If you are registering via an ATO, the payment terms are between you and the ATO.
- At the time of registering for the exam, you can select whether English is your native language.
- If it is not, you may check the box and receive extra time. This is the only time at which you can select this option.
- If you do not elect to have the extra time at this stage, you will have to re-do the registration process, or seek the assistance of the APM Group to change your registration details.

The steps to registration

1. Before beginning you will need both your APMP membership number and foundation level Candidate ID.
2. Starting from the apmg-international.com website, select the '**Public Exams**' option from the '**All APMG platforms**' drop-down.
3. The exam you wish to take can be selected from the menu on the left-hand side of the page – in this case click **APMP Practitioner (2015)** to continue.
4. Once you are happy you have the correct exam click the '**Book new exam**' button. The screen will confirm again which exam you have selected, and then give any Exam Language options within the drop down (English is the only language available at present). Click '**Add Online Exam to Basket**':

The steps to registration

5. The screen will show the title of the exam and the expiry date for taking it (by default this is one year from the date of booking). Click **continue**.
6. Please note that the name you use **MUST** be the same as the name associated with your membership number with APMP (i.e. if you have married/divorced/changed your name by deed poll since becoming a member you **MUST** either use the name APMP has for you, or request them to update your record with them before continuing).
7. You may use the '**Look up Your Details**' option if you have sat other exams through APMG via the Public booking system. (If you have sat via the old system and have an APMP/ candidate ID the system will not be able to look you up.) Once the system has confirmed your membership you will be able to continue and enter your personal details.

The steps to registration

8. The next section requires you to enter your **Foundation candidate ID** to confirm you have the prerequisite qualification for this level and allows you to enter any special requirements you may have for the exam (i.e. second language or other special requirement). You will also need to complete the **Self-study Declaration** and **Data Protection Statement**. At the bottom of the Confirmation and Data Protection statement you will find the **Terms and Conditions box which MUST be checked**. Once checked click '**Continue**'.
9. The next page will give you the **expiry date** and **cost of your examination**, together with the option to use a voucher code to pay, for it if you have been given one, either by your ATO or APMP. If you do not have a voucher you will need to pay by card or using iDEAL.
10. Once you have either entered and sent a voucher, or completed the card details page, the booking confirmation page will appear.

Taking the examination

- The APMP expects most candidates to take this examination online. This is the most common approach when taking examinations today.
- To protect the value of this level of certification, the APMP, working with the APM Group, has elected to ensure that all candidates take the exam under either **Proctor** or **Invigilator** controls.
- The role of the proctor, or invigilator is to oversee you while you take the exam and to help ensure the academic integrity of the program.

The invigilator's or proctor's role

- The invigilator, or proctor, will keep the official time and ensure that you are given the allotted time for the examination.
- Within this time, you will be permitted to take a break. If you leave the room to take a break the examination time will not stop.
- You are not permitted to leave the examination to speak to anyone or make personal calls.

The invigilator, or proctor, may dismiss you from the examination for any of the following reasons:

- If your admission to the examination is unauthorized
- If you create a disturbance or give or receive help
- If you attempt to remove examination materials or notes from the testing room
- If you attempt to take the examination for someone else
- If you have in your possession any prohibited item
- If you exhibit behavior consistent with memorization or copying of examination items

Ways in which the exam can be taken

There are a number of ways in which you may take the examination. The choice of way may be yours or that of your employing organization. They are:

- Online examination under the control of a proctor
- Online examination under the control of an invigilator
- Paper-based examination under the control of an invigilator

If you are using a system the does not allow a proctor to connect with your machine, you make approach APMP or APMG to arrange for a suitable local invigilator.