



APMP Practitioner Orientation

Lesson 7: Tips to pass the exam

Preparing For The Exam

Familiarize yourself with the APMP Body of Knowledge

- The APMP Practitioner OTE requires that you know factual data and use the information in decisionmaking and/or apply the information to a situation. The “factual data” used as the basis for the exam is supported by the information contained in the APMP Body of Knowledge.
- The correct answers for the exam are supported by the information contained in the APMP Body of Knowledge (BoK) - the official reference guide for all APMP certification exams. Therefore, it is strongly recommended that you take time to familiarize yourself with the information contained within the BoK

Use the sample examination paper to test your knowledge

- As you prepare for the APMP Practitioner OTE, you are encouraged to work through the SAMPLE EXAMINATION PAPER.
- The sample paper is fully representative of the paper that you will be taking when you are sitting the exam itself. The syllabus areas are the same. However, the number of part questions in each of the four question areas may be different.

Use the sample examination paper to test your knowledge

Use the sample exam to guide you in identifying any content areas you need extra time and resources to prepare for, and ask yourself these questions:

- ✓ Which content areas represent the greatest number of test questions? The greater the number of possible questions on the exam, the more focus you need on these topics to prepare.
- ✓ How much time do you need to focus on these areas to prepare for the exam, versus other areas?
- ✓ How do your current knowledge and skills compare to the content areas of the exam? Are you strong in some, but weak on others? Making this assessment will help you budget your study time.
- ✓ How much training or work have you done in the areas of the exam? If you have had extensive training and/or experience in a specific area, you may decide that your focus should be on the areas that are less familiar to you.

Feedback from the sample exam

- When you take the sample exam and submit your answers, unlike for the live examination, you receive feedback for each question that you answer.
- If you chose the correct answer, you will receive confirmation that your answer was correct along with an explanation as to why that answer was correct. If you chose the wrong answer, you will be advised what the correct is and why it is correct.
- Your analysis of your answers to the questions in the sample paper will help you determine where you need to spend your study time. Eventually you will decide that you have studied all you can. Once you have reached this point, you should schedule an appointment to take the examination.

General Strategies For Taking The Exam

Sitting the exam

- Plan some time prior to taking the exam (15-30 minutes) for setting up, registration and processing.
- Before you begin to consider answering the exam, read all directions carefully. Be sure of exactly what you have to do. Read the scenario carefully (allow 10-20 minutes) before you attempt any answer.
- Read and follow the instructions carefully. Ask the invigilator, or proctor, for clarification if you are not sure about the instructions. Remember, the proctors will not answer questions related to exam content.

Read each question carefully

- As for all objective tests the wording of the question and potential answers can be tricky. Each word is important so it's vital to read and thoroughly understand each question and the various responses to it.
- Consider all the options before choosing your answer, even if the first option seems correct. This is important when you are instructed to choose the 'best' or 'most correct' answer in the exam

Take special note of phrasing, such as:

- Negative phrases (e.g. Choose the answer which DOESN'T describe).
- Subjective questions (e.g. Choose the option that BEST describes).
- Judgement questions (e.g. Choose the MOST CORRECT answer).
- Multiple answers (e.g. Choose MORE than one).

Read the question whilst covering the choices provided with your hand. Try to answer the question yourself THEN read through the choices. Doing this allows you to make a more accurate choice.

Accept the questions at face value

- Read the questions (and the language used) carefully, but don't assume they contain any 'tricks'. Reading too much into a question usually results in a wrong answer.
- Don't leave any questions unanswered. There is no penalty for incorrect answers.
- Be alert for grammatical inconsistencies between the question and the potential answer. A choice is nearly always wrong if the question and the answer don't combine to make a grammatically correct sentence.

Do not change your original answer

In most cases your instincts will be correct. Only change your answer if you have a very strong belief that it's wrong, you find new evidence, or you suddenly remember otherwise.

If you get really stuck ...

Narrow your choice down to which of the answer options is most likely to be correct. This helps you take your 'best guess'.

- Use a process of elimination. Multiple choice questions usually contain one or two answer options that are obviously incorrect. Eliminate these first. If you still need to guess the correct answer from the remaining options, you will have a better chance of getting it right.
- Rule out options that are completely unfamiliar to you, especially if they use unfamiliar vocabulary terminology or concepts not contained in the APMP BoK.
- Eliminate options that contain exact or absolute words. Words like always, every, never mean that there is no exception. Therefore, if you can think of one exception, statements that include these words are incorrect or false. Favor options that contain qualifiers (mostly, sometimes, rarely, seldom).
- For number answers, avoid extremes and favor options in the middle-range.
- Consider look-alike options carefully. If two of the alternatives are similar, one is likely to be correct; choose the best but eliminate choices that mean basically the same thing, and thus cancel each other out.

Strategies for analysis of an exam question

- The questions on the exam vary in complexity. Some questions ask you to recall information and some questions require you to apply knowledge in order to select the most appropriate response or action given the situation in the scenario.
- When responding to each question, you should always select the option which is supported by the APMP BoK.
- You should also pay close attention the content of the scenario; to determine what the question is truly asking, since the question may be asking what **MUST** be done or what is **MOST** commonly done vs. what can be done.

Strategies for analysis of an exam question

- Each question on the exam is written so that all answers are plausible. If this was not the case, and the incorrect answers were implausible, then your knowledge and experience would not be effectively measured.
- The exam does not use “trick” questions. Instead, you must either know the answer or be able to effectively manipulate the information in a decision-making process to choose the right answer.
- All questions and answers are referenced to the APMP BoK. Each question has been reviewed by a number of experienced professionals in the field who agree on the correct answer. In addition, empirical data has been collected on each question to assure that it performs appropriately and effectively.
- The four answers presented may not agree with your individual interpretation of the case study scenario. Regardless, it will be necessary to choose one of the four answers provided as the best answer.

About the scenario and exam questions

- Title case has been used for all references to APMP best practices tested.
- Uses of “should”, “will” and “must”.
 - “should” - is used to express “obligation”: something that is good or important or recommended. It is less strong than must and is used to test whether something should be done in a scenario situation because it is consistent with the principles and recommended practices of APMP.
 - “must” is used when talking about something that is “necessary” or “has” to occur, i.e. something that is mandatory.
 - “will” and “is” however, are used to express something definite or indisputable.
- Facts that relate to the APMP defined best practices that are being tested. to describe generic facts about the APMP concepts, processes, and principles facts that are documented in the APMP Body of Knowledge.

Time management

- Candidates must manage their time in order to complete all questions.
- As a general guide, candidates may wish to spend the first 10 -15 minutes reading the scenario information and getting familiar with the layout of the paper.
- This would allow 20 minutes to be allocated for each of the six questions, leaving 15 - 20 minutes tolerance for additional reading required for some questions.
- This suggested timing is for guidance only.
- It is expected that some questions may take longer to answer than others due to the question styles and use of additional information.

Candidates who have English as a 1st language

For those candidates who have English as a first language, the examination is 150 minutes in duration.

Candidates who DO NOT have English as a 1st language

For those candidates who do not have English as a first language, the examination is 185 minutes in duration.

Candidates requiring special consideration

For those candidates requiring special consideration, they should communicate with the APM Group directly and appropriate arrangements will be made.

Access to other materials during the examination

- Reference to the APMP Body of Knowledge and this guide is permitted during the exam. Your own personal notes are permitted to be used.
- Candidates should be aware of the time constraint upon them. Whilst the APMP body of Knowledge is there for support, as in real life, the time pressure of the exam means that the questions have not been designed on the basis that candidates are required or even expected to refer to it to answer the questions.
- Its use is 'optional'. As a guide, a candidate might check the APMP Body of Knowledge once or twice in an exam for a specific point, but any more than that is likely to be counter-productive and is not advised.

Maintaining your certification level

- The APMP Certification for Practitioner Qualification will remain valid as long as the candidate records ongoing Professional Development in their Personal profile CPD record on the APMP website.
- All successful candidates must record a minimum of 40 Continuing Education Units in every 24-month period following their qualification.
- A list of the activities that qualify for Continuing Education Units and the number of Units applicable to the activities can be found on the APMP website www.apmp.org.