# How to prepare for your APM Project Professional Qualification exam

Here is everything you'll need to be aware of and some tips to help you prepare for your online assessment. Shortly you'll receive the technical requirements of everything you'll need to complete the assessment. You'll complete the scenario and oral exam through a video call on the video conferencing platform and will sit the written assignment through the BTL Surpass platform (Please check out the technical specifications before your assessment).

Check out the technical specifications

- Using a work laptop? Check firewalls or security policies with your IT team.
- Check your computer can support the online assessment – do you have the latest version of Google Chrome, a microphone and a webcam?
- Are you able to access the video conferencing platform?
- Start planning your assessment location and ensure it has a steady internet connection.

4 weeks before your assessment
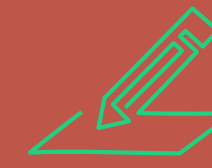
Watch out for your case study arriving via email. It's important to study this as the assessment is based upon it.

- Practise completing the sample exam papers so you are prepared for the format of the questions.
- Watch the online guidance video so you're familiar with the BTL Surpass platform you'll use to complete the written assignment.

2 weeks before your assessment
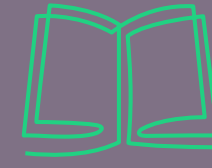
Your joining instructions will be sent to you, and will have the links you'll need to take the scenario and oral exam.

- Please save this link somewhere safe as you'll need to access them on the day.
- You'll also find out the names of your assessors at this point. Please let us know any conflict of interest as early as possible.

1 week before your assessment
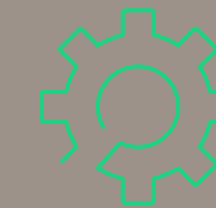
We'll be sending you a system check email to test your computer can support our Google Chrome extensions and your webcam, microphone and laptop are compatible.* Complete this as early as possible.
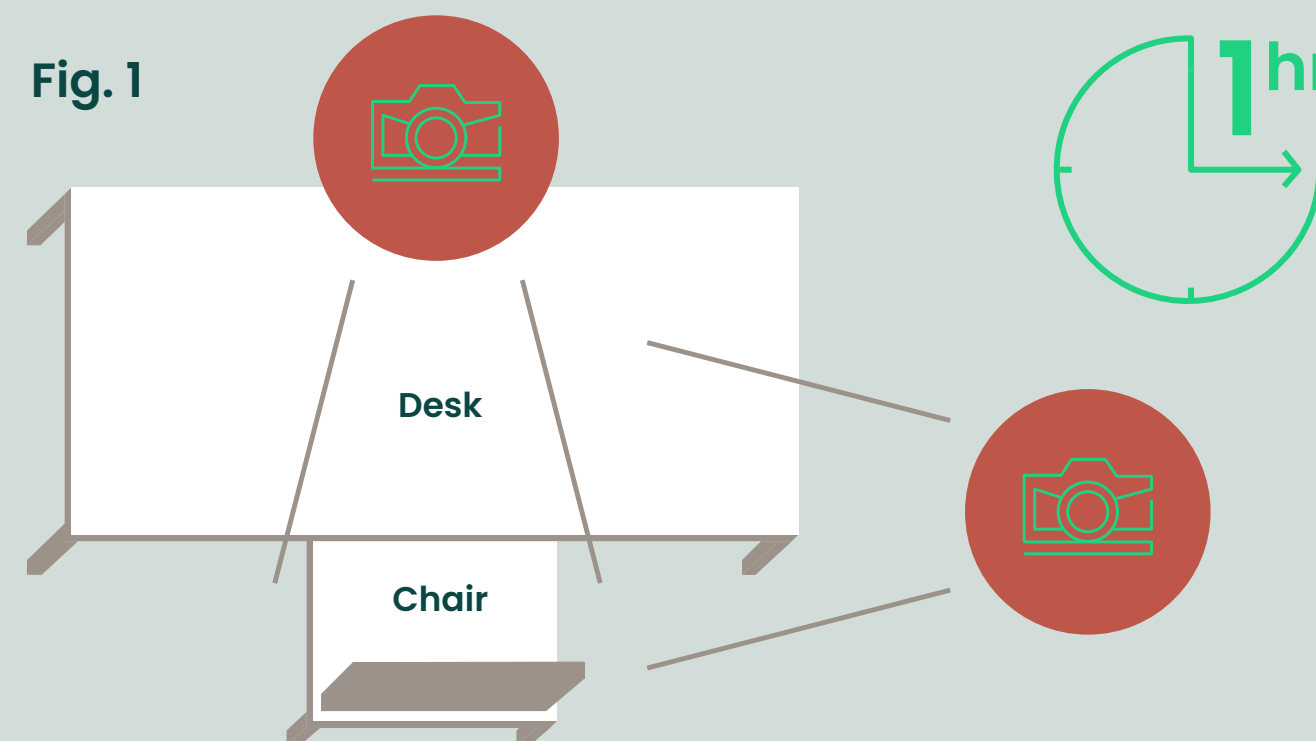
Use this time to configure your room, as your phone will act as a second camera to view you from the side. You may need to move some furniture to allow this, see Fig.1

3 days before your assessment

The launch test email for your link to your written assignment part of the assessment is on its way.* Keep this safe when it arrives.

Fig. 1

Desk

Chair

Exam day

One hour before the exam check you have:

- 'launch test email' from e-assessment@apm.org.uk*
- your joining instructions with the link for the oral exam and scenario
- your equipment set up and a working copy of the case study

Prepare your surroundings

- No one must be in the same room as you.
- You must have a clear desk.
- Let colleagues and friends know you mustn't be disturbed.

Remember

- You may only have water during your exam; no food or other drink.
- You may only have the case study visible. No other study or guidance material is permitted.
- You may not leave the room once the assessment has started.

*Please double check your junk email folder if nothing appears in your main inbox

We hope these tips will help you to prepare for your exam, good luck.

APM
Project Professional Qualification