APM Virtual Exams

There are several vital things to check before you do your APM exam online and these do take some time so please make sure you do these in a timely manner. We have included a list of them below, along with some other useful resources, so you are fully prepared.

- Please read the following APM User Guide - Taking a remote invigilated examination guide

    - Please click here if you would like to see a remote invigilation candidate instructional video
    - You can also find further information here on APM's website

- You must complete the system set up and checks well in advance of the examination taking place, this is to ensure they have time to resolve any technical restrictions/issues that they might have. **On the day of your exam we recommend logging in at least one hour before your start time.**

- You will receive your system check emails **5 working days** before your examination is due to be taken. If you don't receive the emails please check their junk folder and then contact APM – qualifications@apm.org – 01844 271680.

- APM must be informed in writing of any candidate dispensations. The request and relevant evidence must be received by APM by **mid-day 5 working days prior** to the examination date. No request will be accepted after the examination has commenced.

The ProctorExam System

In addition to the information provided above, the online exams from APM use a platform called ProctorExam, you can find out more about taking exams including how to use the 2 camera views you will need to use this platform in the following directly on their website, ProctorExam Test Taker Support and you can also view Candidate FAQs here

The date and time of your exam will remain unchanged from the classroom timetable, **but we strongly recommend that you login at least one hour before the start time to complete the necessary checks etc.**

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APM Project
Management
Qualification

Preparation for your upcoming exam

Below is everything to watch out for and some helpful tips to help you prepare for your online assessment.

Shortly you will receive the technical requirements of everything you'll need to complete the assessment. To ensure you can focus on your assessment on the day, we encourage you look over these steps and complete them well in advance of your assessment.

Before you book

Check out the technical requirements

- Using a work laptop? Check firewalls or security policies with your I.T Team
- Check your computer can support the online assessment – do you have the latest version of Google Chrome, a microphone and a webcam?
- Start planning your assessment location and ensure it has a steady internet connection

- Practise completing the sample exam papers so you are prepared for the format of the questions
- Watch the online instructional video so you are familiar with the BTL Surpass platform

1 Week before your assessment

We'll be sending you a system check email from e-assessment@apm.org.uk to ensure 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, 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 from e-assessment@apm.org.uk for your assessment is on its way.* Keep this safe when it arrives.

Day of the exam

Remember
- You may only have water during your exam; no food or other drink
- You must be in the room on your own; no other person should be present
- You may only have a blank piece or pad of paper for notes. No other study or guidance material
- You may not leave the room once the assessment has started

One hour before the exam
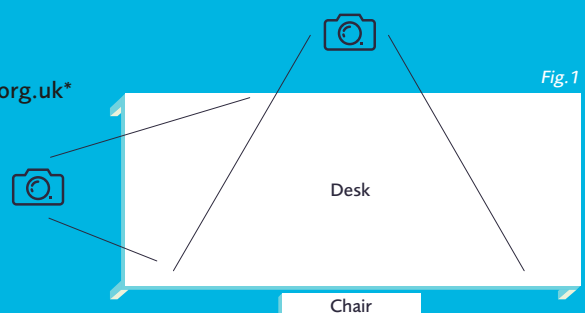
Check you have:
- 'Launch test email' from e-assessment@apm.org.uk*
- Your equipment set up

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 must not be disturbed

Fig.1

Desk

Chair

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

APM Project
Fundamentals
Qualification

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