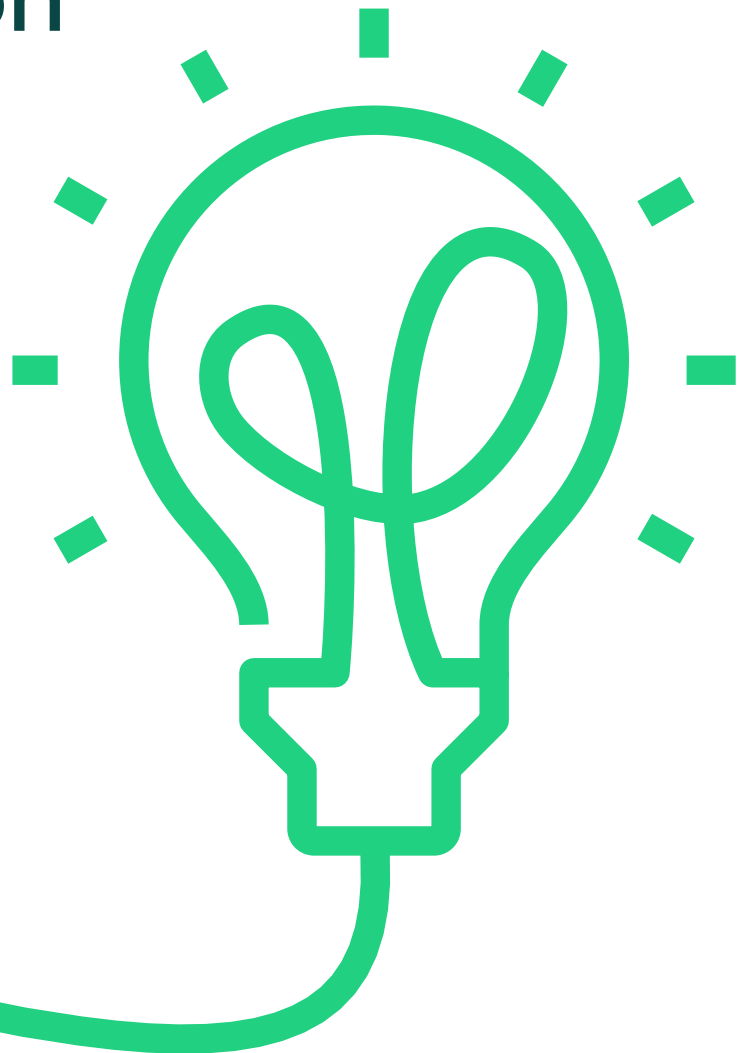# APM Project Fundamentals Qualification

Exam techniques

Introduction

The APM Project Fundamentals Qualification is assessed through multiple choice questions, which are presented in a uniform manner. For each question there's a short question followed by a choice of four possible answers. You're required to use your knowledge to select the correct answer.

The exam is to be completed in one hour and consists of 60 questions, so time management is critical. Each question targets one assessment criteria from the syllabus.

Questions are in the form of the following styles:

- A query, e.g. "Which of the following…?"

- A request to complete a statement, e.g. "Project management can be defined as…."

- A request to fill in a missing word in a statement, e.g. "The five phases of the extended project life cycle are: concept, definition, _____ , handover and closure and benefits realisation."

- A list asking the candidate which of the following is correct, e.g.

  Which of the following are typical estimating methods?

  1) Analytical.

  2) Budgeting.

  3) Analogous.

  4) Parametric.

  Answers

  A) 1, 2 and 4

  B) 1, 2 and 3

  C) 1, 3 and 4

  D) 2, 3 and 4

Exam technique suggestions

One technique is to read a question and try to think of an answer before looking at the options. Then look at the options to see if there's an option similar to your thought. If the answer is not obvious, move on to the next question and return to it at the end.

Another technique is to read the question and options, discounting the options which are viewed as incorrect, then select an answer from the remaining options. Once this has been done for all questions, any remaining questions will need to be looked at in more detail.

You must ensure you answer all questions. You'll be entirely wrong if an answer is not given for a question, but there's a 25% chance of getting it correct by selecting an answer you think might be correct.

Finally, it's recommended you leave enough time at the end of the exam to briefly read through each question to confirm you're content with the chosen answer. As the exam is 60 minutes and there are 60 questions, it is recommended you spend one minute per question, including reading time.

Further reading

You're advised to read the syllabus on our website so you're aware of the areas of knowledge you're expected to demonstrate in the exam. As part of the syllabus, there's a list of the command verbs used in the exam, with a definition of what they mean.

We are the only chartered membership organisation for the project profession