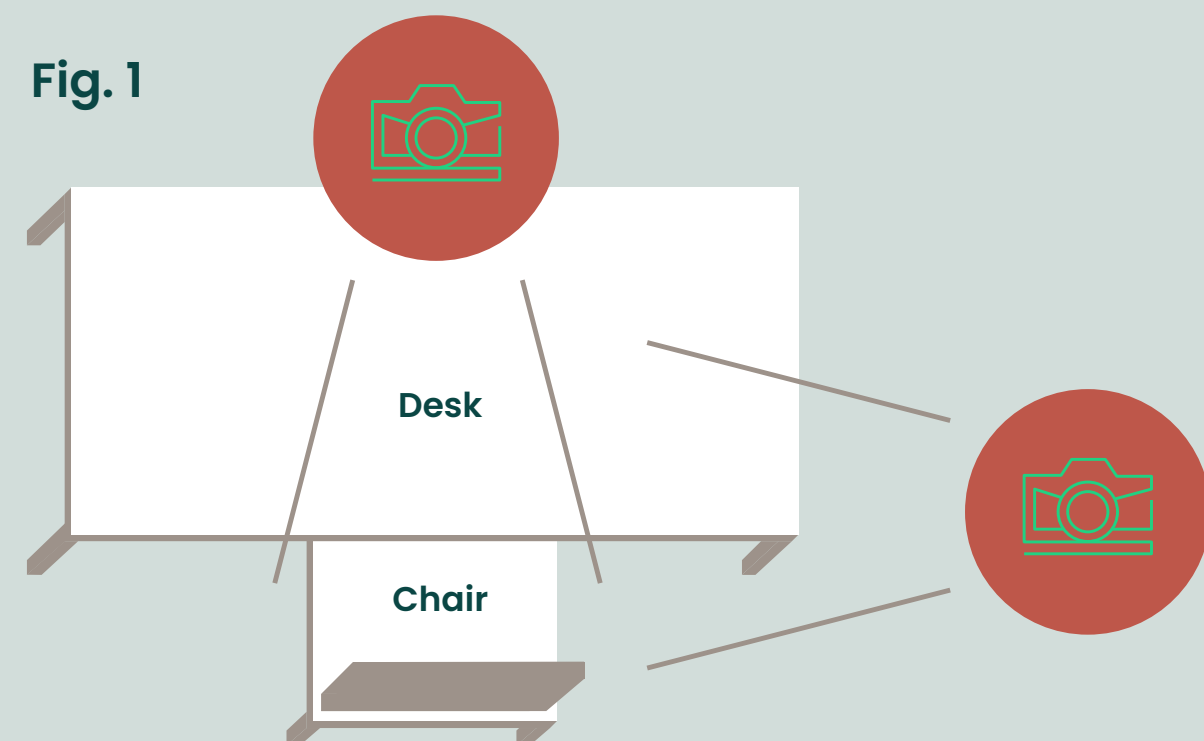# How to prepare for your upcoming exam*

*information only applies to the following: APM Project Fundamentals Qualification, APM Project Management Qualification, APM Project Professional Qualification 1st edition, APM Project Risk Management Single Subject Certificate and IPMA qualifications

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. To ensure you can focus on your assessment on the day, we encourage you to look over these steps and complete them well in advance of your assessment.

Check out the technical specifications

• The exam will work best on a personal laptop but if you're using a work laptop, you'll need to check with your IT department that the following websites aren't blocked by any firewalls: **apm.surpass.com/secureassess/htmldelivery** and **surpass.proctorexam. com**

• Check your computer can support the online assessment.

• Do you have the latest version of Google Chrome installed as your default browser, a microphone and a webcam?

• 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.

• Start planning your assessment location and ensure it has a steady internet connection (we recommend a minimum of 1.5Mbit/s upload, 10Mbit/s download, ping under 25 ms).

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.* Please complete this as early as possible and always do the set up checks on the same computer/laptop you will use for the exam.

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 somefurniture to allow this. See Fig.1

3 days before your assessment

The launch test email for your assessment from e-assessment@apm.org.uk is on its way.** Keep this safe when it arrives.
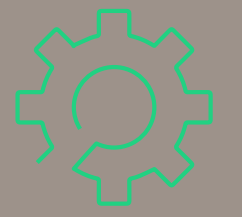
Exam day

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 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.

Fig. 1

Desk

Chair

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

1 hour before the exam check:

• 'launch test email' from e-assessment@apm.org.uk**

• Your equipment set up.

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