

## Foundation Paper

### At the beginning of the examination:

Please confirm the following information to candidates prior to starting their examination: -

- There are no trick questions
- Each question has only one correct answer
- The examination is closed book
- The paper should be completed within one hour
- There are 60 questions within the paper
- Candidates will need to score 30+ marks to be awarded a pass in the paper
- Answers which have been changed must be completely erased prior to submission of the answer booklet
- The answer booklet should be completed in **pencil** only, those submitted using pen may be void

A spare copy of the Foundation Paper is enclosed. It would help APMG's continuous improvement procedure if you would be prepared to spend some time to annotate the paper highlighting questions you think are particularly good, or appropriate, and questions you consider lightweight or inappropriate.

If you would like feedback on your comments please clearly print your name and contact details on the paper:

### Marking the Foundation Paper

- Only the appointed invigilator or Approved Trainer is authorised to mark the Foundation Paper.
- There are 60 marks available across the paper, 30 marks must be achieved to pass the examination.
- Please write the score in the space indicated on the candidate answer sheet and next to the candidates' name on the Candidate List.
- APMG will check and notify the result and feedback through the ATO. APMG will not allow any remark requests for a Foundation paper unless there are exceptional circumstances for the remark request.
- In the event that the candidate fails the Foundation Paper, a new Foundation Paper can be obtained by contacting APMG.

**Practitioner Paper****At the beginning of the examination:**

Please confirm the following information to candidates prior to starting their examination: -

- There are no trick questions
- It is important that candidates read the instructions provided in each question
- Only one answer is required unless clearly stated otherwise
- The exam paper is based on the scenario which is contained in the scenario booklet. The scenario booklet may also provide additional information for one or more of the four questions. Where this additional information is required it will be clearly referenced within the relevant question. This additional information may also be used by other questions and, when required, this will be clearly referenced within the relevant questions
- Reference to the candidate's own Change Management manual and candidate handbook is permitted during the examination. This manual may be tabbed with annotations on the pages. No additional support material is permitted; this includes post it notes with additional information on, any inserted sheets etc.
- No reference material outside of the manual or candidate handbook is permitted in the examination
- The answer booklet should be completed in **pencil** only, those submitted using pen may be void
- Answers which have been changed must be completely erased prior to submission of the answer booklet
- Answer booklets must be returned in the plastic envelope provided. The candidate must seal this prior to submitting their answers to the invigilator. Only the answer booklet should be sealed in the plastic envelope however the question and scenario booklets must also be returned. The paper will not be marked if it is returned without the question and scenario booklets
- The instructions at the start of the scenario booklet should be read prior to the examination time being started
- Candidates will have 3 hours in which to complete the examination
- There are 80 marks available on the examination and candidates will need to score 40+ to pass.
- It is suggested candidates spend about 45 minutes on each question.
- All questions should be answered from the perspective of the material contained within the manual and candidate handbook.

Please note that every answer booklet has a unique code, which is repeated on every page. If any pages are replaced from another booklet, the scanning software will detect the different code and not mark those pages. Photocopying is even worse as the placement of the ovals is sufficiently distorted that they will not align with the scanner and thus be rejected. Please note on the candidate list and on this booklet should you need to replace sheets within an answer booklet for any reason. If pages are taken from a spare booklet, the candidate's answer booklet must have clipped to it before return to APMG a large notice that the booklet needs to be manually marked. Where possible, if needed, please replace the entire booklet, time how long the candidate takes to copy across any answers already done and allow the candidate the same number of minutes extra at the end of the exam. There should be enough spare answer booklets to allow this to happen.

A spare copy of the Practitioner Paper is enclosed. It would help APMG's continuous improvement procedure if you would be prepared to spend some time annotating the paper with comments on questions you think are particularly good, or appropriate, and questions you consider lightweight or inappropriate. If you would like feedback on your comments please clearly print your name and contact details on the front page of this document.