



THE CHARTERED BODY FOR THE PROJECT PROFESSION

FUNDAMENTALS

APM Project
Fundamentals
Qualification (*PFQ*)

Exam Techniques

APM Project Fundamentals Qualification Exam Technique

The APM Project Fundamentals Qualification (PFQ) is assessed via multiple choice questions (MCQ), which will be presented in a uniform manner. For each MCQ there will be a short question followed by a choice of four possible answers. You are required to use your knowledge to select the correct answer.

Each PFQ paper must be completed in one hour. In this hour you will be required to answer 60 questions, so time management is critical. Each question will target one assessment criteria (AC) from the syllabus.

Questions can be 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 BEST 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

APM does not recommend one particular exam technique. There are several equally acceptable ways of approaching the MCQ exam. One technique which you could use 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 is an option which is similar to that thought of and select that one. 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 then the options, discount the options which are viewed as definitely incorrect, then select an answer from the remaining options. Once this has been done for all questions then any remaining questions will need to be looked at in more detail.

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

Finally, it is recommended that you leave enough time at the end of the exam to read through each question, briefly, to confirm you are 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 are advised to read the PFQ syllabus on APM's website, so you are aware of what areas of knowledge you are expected to demonstrate in the exam. As part of the syllabus document there is a list of the command verbs used in the syllabus, with a definition of what they mean.

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