



A guide to taking your PMD Pro Level 1 and 2 Exams

Part 1 – Practice Exam

1 What is the purpose of this document?

This document will give you some background information on the PMD Pro certification scheme and will guide you through the Practice (Sample) examination. For information on buying the exam, taking the real exam and invigilator process please refer to the other documents:

- Part 2 Buying an Exam
- Part 3 Taking the Real Exam
- Part 4 Invigilator Process

2 What is PMD Pro?

The Project Management for Development Professionals (PMD Pro) certification has been developed with experts from several of the world's best-known and highly regarded non-governmental organisations (NGOs). These organisations are committed to improving the use of the resources entrusted to them for development, relief and conservation projects. This certification is seen as an important benchmark for continuous improvement. APMG-International is working with Project Management for NGOs (PM4NGOs), the NGO which owns the certification, to develop and deliver this important scheme. There are currently two examination levels within the qualification scheme, PMD Pro Level 1 and PMD Pro Level 2.

3 What do the exams comprise?

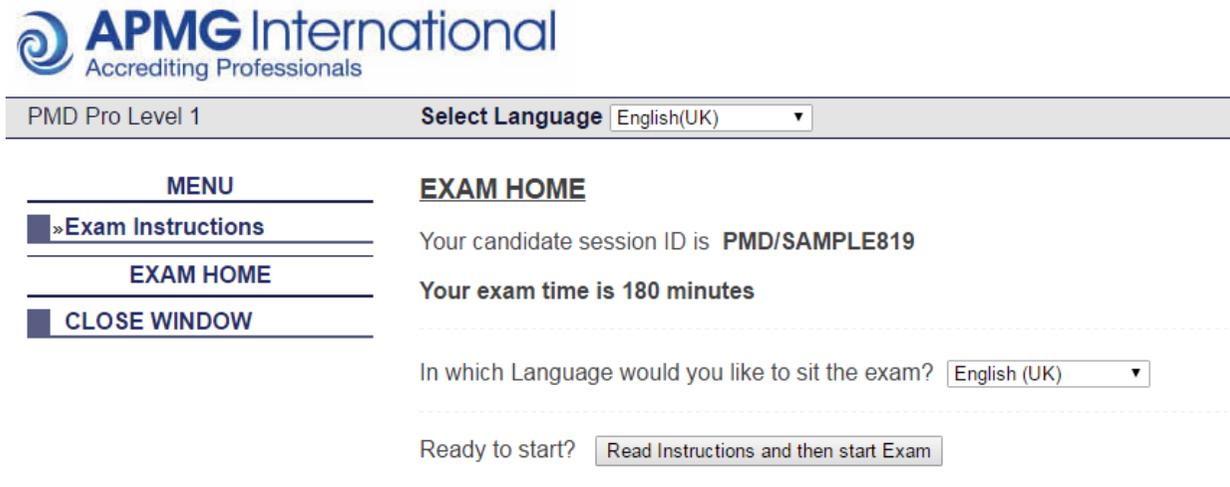
The PMD Pro Level 1 and 2 exams are both multiple choice with 75 questions. The pass mark is 65% - or 49 correct questions. There is no 'negative' marking so an incorrect answer does not lose you marks – it simply doesn't win you any. In that case you should attempt every question.

Both exams are **online exams only** and candidates have up to 3 hours to take each exam.

4 How do I practice taking the exam?

To get an idea of the examination questions, it is possible to try the Sample Exam any number of times, at no cost, on the APMG online exams page: <http://onlineexams.apmg-international.com/Marlin/SamplePapers.aspx>

Simply select PMD Pro Level 1 or Level 2 from the Quick Links on the page. This will bring up the following screen:



The screenshot shows the APMG International logo at the top left. Below it, the text 'PMD Pro Level 1' is displayed on the left, and 'Select Language' with a dropdown menu showing 'English(UK)' is on the right. A navigation menu on the left includes 'MENU', '» Exam Instructions', 'EXAM HOME', and 'CLOSE WINDOW'. The main content area is titled 'EXAM HOME' and displays 'Your candidate session ID is PMD/SAMPLE819' and 'Your exam time is 180 minutes'. Below this, there is a question 'In which Language would you like to sit the exam?' with a dropdown menu showing 'English (UK)'. At the bottom, there is a 'Ready to start?' label and a button that says 'Read Instructions and then start Exam'.

Use the drop-down menus to select the Exam Language.

The result of your Sample Exam will be available immediately after completing the exam. Try to complete the Sample Exam under examination conditions, and remember – you can try it as many times as you like. Answers to the Sample exam, however, are not available and so the only way to check your answers is to make a note of any questions you are not sure about and then review the Guide following the exam. It's a good idea to have a go at the sample exam before taking the real exam, as this will give you an idea of the style of questions you'll need to answer and on how ready you are to take the real exam.

5 What does the exam look like?

After logging on to take the sample exam, you will see a screen like this one:

Instructions

Exam Structure

The exam format is as follows:

- Multiple choice
- 75 questions per paper
- 49 marks required to pass (out of 75 available) - 65%
- 3 hour duration
- Closed book.

You are only required to make a single selection from the options available for each question.

Progressing Through the Exam

Your progress and time elapsed are displayed in a progress chart at the top of the screen.

You may answer the questions in any order using various methods.

- Repeatedly clicking the **next** button will progress the exam forwards from the beginning to the end, one question at a time and a **prev** button is available for going in the other direction.
- The question links found in the **Progress Chart** may be used to jump to the start of a question or to the start of a part.
- You may flag any question and later use the **Next Flag** button to step through those already flagged.
- Clicking the **Next Unanswered** button jumps past those already answered.

At the bottom of the page is an option grid. Options are selected by clicking the ovals in the active row. You may change previously made selections as long as the exam time has not expired.

Completing the Exam

When you have completed the exam or the exam time expires, click the **Finish the exam** button.

If you lose your internet connection during the exam, you may log in again in the Candidate Portal and take the exam to resume it. If your exam time has not yet expired, you may resume the partially complete exam and continue making your selections. If however, the exam time has expired, you must resume the exam and select **Finish the exam** in order for it to be marked. The examination time will not be frozen if you close or lose the Internet connection during the examination.

What to do Next?

Select the **Display Key Window** control below.

A summary of the exam screen is displayed.

Select the **I have read the instructions** button below.

A **Start Exam** button will appear.

Select the **Start Exam** button.

The exam clock will start and the first question will be displayed.

Would you like to see the screen layout key? [Display Key Window](#)

Take time to read the instructions on the screen. Important points to note are:

- Clicking *Next* will move you on
- Clicking *Prev* will take you back
- Clicking *Flag* allows you to mark questions you want to come back to
- Clicking *Next Flag* will take you to the next marked question

When you've read the instructions, scroll to the bottom of the screen and click '*I have read the Instructions*' to start.

The next screen is called:

Start Exam

And it will ask: Ready to Start the Exam?

It will confirm:

Exam Language: English (or whatever language you have chosen)

When you are happy with this, note the time and when ready to start, click on the box:

Start Exam

The first exam screen will appear looking like this:

Time Remaining (H:MM) : 2:59 Online Examination Instructions Key

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38
39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75

Flag (0)

1. Compared with projects managed by organizations working in the commercial sector, what characteristic is unique to managing projects in the international development sector organizations?

A. Projects aspire to social and behavioral changes that improve target population well being

B. Projects are a temporary endeavour, having a defined beginning and end

C. Projects are often managed via a project life cycle which is divided into phases to provide better management control

D. The specifics of the project management process vary between organizations

A B C D

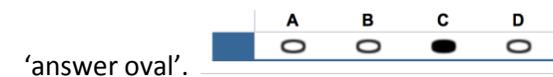
Prev Next Next Unanswered Next Flag Finish The Exam

The boxes along the top show your progress in answering the 75 questions. When a question has been answered that number box will be shaded.

Read each question carefully!

You have about two minutes per question which is plenty of time to read the question, read the possible answers provided and then select your answer.

Select the answer by clicking on the appropriate



'answer oval'.

When ready to move on click 'Next' to move forward. If you are not sure and want to come back to the question later, tick the 'Flag' box (top left) and move on – you can then use 'Next Flag' to return later.

As you proceed through the exam, the two rows of numbered boxes (1-75) along the top of the screen will shade out.

It's good practice to monitor the time you are taking – so after say 15 questions (or 1/5th through the exam) check how long you have taken. You should have taken about 30 minutes (perhaps a little longer, but a maximum of 35 minutes). If you have taken longer than this time for the first 15 questions, try to speed up the rate at which you answer the questions. Check again after 30 questions (you should have managed these within 60 – 70 minutes).

Work your way through the exam. When you have finished (remember you have 3 hours so take any spare time to go over and check your answers) click 'Finish'. You will be given your result (Pass or Fail) immediately after finishing the exam.

Remember – the Sample Exam is free and you can attempt it as many times as you like.

If you have any questions, please contact our Technical Helpdesk who are open 24x7 on +44 1494 452 450 and select option 1 or email help@apmg-international.com.