



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

Part 2 – Buying an 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 Buying an Exam. For information on the practice exam, taking the real exam and invigilator process please refer to the other documents:

- Part 1 Practice 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 Buying an Exam

To buy your exam(s), simply go to the APMG online exams page by clicking one of the following two links:

- For level 1 <http://onlineexams.apmg-international.com/Secure/pmdbuynow.aspx?ES=PMDF&ET=FO>
- For level 2 <http://onlineexams.apmg-international.com/Secure/PMDBuyNow.aspx?ES=PMDL2&ET=FO>

This will take you to the following screen:

PMD Pro 1 Pricing

The mechanism for the PMD Pro1 certification examination has been designed so that it can make appropriate learning credentials accessible anywhere in the world at an affordable cost.

The examination is available on-line via the APM Groups web-based exams. Prices have been established that aim to make the cost access affordable to staff working for NGOs anywhere in the world.

The price schedule for the PMD Pro1 examination is shown in the options below. Please select the option applicable to you.

If applicable please enter the number of exams required. We also require the country of nationality of the candidates and if known the country the exams will be taken.

Click Next to display the fee payable. You will be able to Confirm or Cancel your purchase in the next step.

If you require immediate assistance or have an urgent query, please contact us.

UK: 01494 452 450 or 08448111101

US: 1-855-773-3403

Canada: 1-855-898-0575

Australia: 1800 170 920

All Other Countries: +44 1494 452 450

For any non-urgent queries you can email help@apmg-international.com

** Required*

SELECT PRICING OPTION

- \$22 USD
 - Staff of local NGOs working in the developing world
 - Students in the developing world
- \$60 USD
 - Staff of international NGOs working in the developing world
 - Staff of government ministries
- \$145 USD
 - Others (including, but not limited to, HQ-based staff of international NGOs, staff of multi-lateral and bi-lateral agencies, consultants)

SELECT EXAM OPTIONS

- Online exam for personal use in country selected below
- Number of exams to be taken in country selected below

ENTER EXAM DETAILS

Multiple	Candidate Nationality *
Multiple	Country exams to be taken *
<input type="button" value="Next"/>	

You will need to choose the relevant price and exam option from the selection.

You will also need to enter your nationality and the country in which you would like to sit the exam.

Candidate nationality can be set to multiple.

An actual country needs to be selected where the exams will be taken.

Once you have made your selections, by clicking 'Next' you will be taken to the next screen. The screen will give you a summary of your order and you will at this point also be asked to enter details of who your Invigilator is and details of where the confirmation of the order should be sent:

The fee payable for the number of exams in the selected country will be:

EXAM FEE PAYABLE

Selected Exam:	PMD Pro Level 1
Nationality of Candidate:	Multiple
Exam to be taken in Country:	Haiti
Single Exam Fee:	22 USD
No. of exams	2
Total Fee Payable:	44 USD

CONFIRM ORDER

Please check that your order details above are correct. To change your order please click the Back button to return to the Order setup form.

If your order is correct, please enter the name and email address of the person who will Invigilate the exams. An email with the exam login details will be sent after payment to your nominated Invigilator who will arrange the venue and time for the exam.

Please ensure that the person you select to act as the exam Invigilator is able to arrange a suitable venue and be present during the exam.

(The Invigilator will be asked later to provide contact details before the exams can be taken and confirm the identity of the candidates who took the exam).

In addition, please enter your name and email address and payment reference so that a payment confirmation email can be sent to you.

Please click the Confirm button to confirm your order and proceed to the online payment stage or Cancel to return to the Home page.

** Required*

Invigilator Contact Details:

Invigilator Name:*	<input type="text"/>
Invigilator Surname: *	<input type="text"/>
E-Mail*	<input type="text"/>
Confirm E-Mail*	<input type="text"/>

Order Confirmation to be sent to:

Contact Name:*	<input type="text"/>
Contact Surname: *	<input type="text"/>
Your Order Reference:*	<input type="text"/> (4 to 12 characters)
E-Mail*	<input type="text"/>
Confirm E-Mail*	<input type="text"/>

Once you have checked that the details of your order are correct, click **Confirm**.

The following screen will show your order details and give you the option to pay by Debit/Credit card. When you are ready to pay, click **Buy Now**.

You will then be taken to a secure payment screen where you can make payment.

Once your payment has been taken, three e-mails will automatically be sent:

- 1) Netbanx transaction confirmation

PLEASE RETAIN FOR YOUR RECORDS

Thank you for your payment. Your payment has been processed by NETBANX on behalf of The APM Group Ltd.

Merchant: The APM Group Ltd

Amount: 60.00

Currency: USD

Your order reference is: **27608bb0e6cf40b7b45ebd5ea42a66bf**

Your NETBANX reference is: **29RJRXI7VEIWHKO1LM**

2) APMG order confirmation e-mail will contain information on your order, including your payment reference.

Thank you for your payment for the PMD Pro Level 1.
Your transaction has been completed and this is confirmation of your purchase.

Your online Exam Booking details are as follows:

Your Booking Order Reference: SingleCand
Booking Contact: Vika Test
Exam Option: Online exam for personal use in country selected below
Number of Exams: 1
Fee per Exam: 20.00USD
Payment amount: 20.00USD
Payment Reference: 29RJRXI4LD41UJL1LC
Country exams to be taken: United Kingdom
Candidate country of Nationality: United Kingdom
Nominated Invigilator: Vika Test
Nominated Invigilator email address: victoria.bundv@apmgroup.co.uk

3) Email to the Invigilator with exam booking details and information on invigilator registration.

You have been nominated to invigilate the online PMD Pro Level 1 exam(s) booked by Vika Test.

Please use the Invigilator login details below to access an online form to enter your contact details.

Once registered an email will be sent to you containing your candidates authorisation codes which they must use to register and start the exam.

Your duties as the invigilator are to arrange a suitable venue and date for the exams, verify the identity of the candidate(s), give them the exam login details at the start of the exam and monitor the candidate(s) during the exam.

After the exam is completed, please login once again using your invigilator login details and confirm that you have verified the identity of the candidate(s) and that their conduct during the exam was acceptable and if sitting a PMD Level 2 exam have already successfully passed PMD Pro Level 1.

To validate your candidates please click Invigilator Functions in menu on left hand side and click Validate Candidates.

Exam Summary reports and Certificates to successful candidates will not be released until you have validated the candidate(s).

EXAM BOOKING DETAILS

Booking Order Reference: SingleCand
Booking Contact: Vika Test
Exam Option: Online exam for personal use in country selected below
Number of Exams: 1
Country exams to be taken: United Kingdom
Candidate country of Nationality: United Kingdom
Nominated Invigilator: Vika Test
Nominated Invigilator email address: victoria.bundv@apmgroup.co.uk

INVIGILATOR LOGIN FOR CONTACT DETAILS AND CANDIDATE VALIDATION - please visit the [Online Exam Invigilator Portal](#) and enter the following login information to register and release your candidates authorisation codes

Account Name: PB000VTEST
Account No: 25657
Invigilator Password: UXt2pKUu

The exam is valid for one year, so can be taken within 12 months from purchasing the exam.

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.