



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

Part 3 – Taking the Real 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 Taking the Real Exam. For information on the practice exam, buying an exam and invigilator process please refer to the other documents:

- Part 1 Practice Exam
- Part 2 Buying an 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.

If you are doing an exam individually you need to nominate an **invigilator**. If you are sitting an exam as part of a group, the invigilation will have been organised by whoever had organised the training/group.

4 Taking the Real Exam

To take the real exam, you will need to have arranged an Invigilator whose details will be provided when booking the exam.

The invigilator will pass on the email with your authorisation code and a link to the Candidate portal.

Booking reference: **PMD_Multiple1_a02bd2365a0c48ba**
Booking ID: **2006829**

Session ID	First Name	Surname	Email	Exam Auth Code	Exam Type	Product Type	Extra Minutes	Expiry Date	Booking Ref
2000020190	TBC	TBC	TBC	DY3EC-YYDCC-PFVGW	Standard	PMD Pro Level 1	0	18 Oct 2017	PMD_Multiple1_a02bd2365a0c48ba
2000020191	TBC	TBC	TBC	DBJ99-BWEEV-BZYEZ	Standard	PMD Pro Level 1	0	18 Oct 2017	PMD_Multiple1_a02bd2365a0c48ba
2000020192	TBC	TBC	TBC	WRYK6-KRMZC-YXUWN	Standard	PMD Pro Level 1	0	18 Oct 2017	PMD_Multiple1_a02bd2365a0c48ba

Candidates are asked to follow these steps:

1. Create an account / Login
2. Register for your exam
3. After your exam, view your results and feedback once released.

They need to click "Click here to Get Started" in the email to enter the [Candidate Portal](#).

Here they are able to:

- View details of their booking
- Try a sample exam
- Take their exam (Can only be authenticated using the associated Exam Auth Code above. To be used at the time of the exam only, do not forward onto candidates)
- View results and feedback once released

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

Click on the link to the Candidate portal and enter your email address.

If you have not previously logged into the candidate portal, 'pin/auth code login' option will be displayed above the email address window.

Enter your Portal pin/auth code login

Email test@test.com

Your email address was not found, please check and try again

Click on this link, enter the Exam Authorisation Code provided by your invigilator and click 'Enter with code'.

Enter your Portal pin/auth code login

Email test@test.com

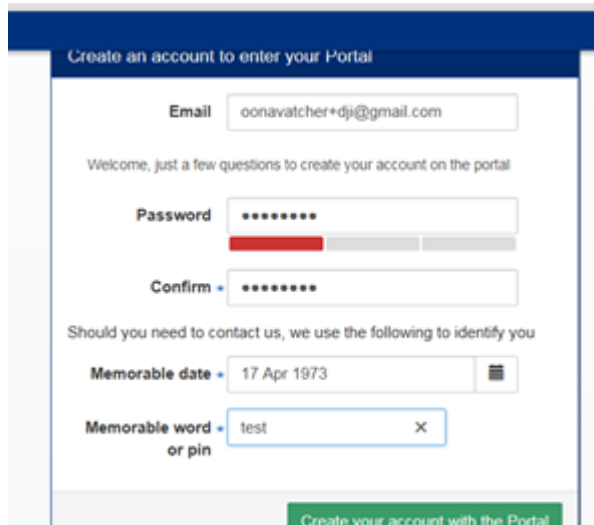
Welcome, please enter a code to log on

Pin/Auth Code

i Pin/Auth Code login is only used for exams being invigilated by Approved Organisations in the classroom.

Enter with Code

You will be asked to create an account for the Candidate portal.

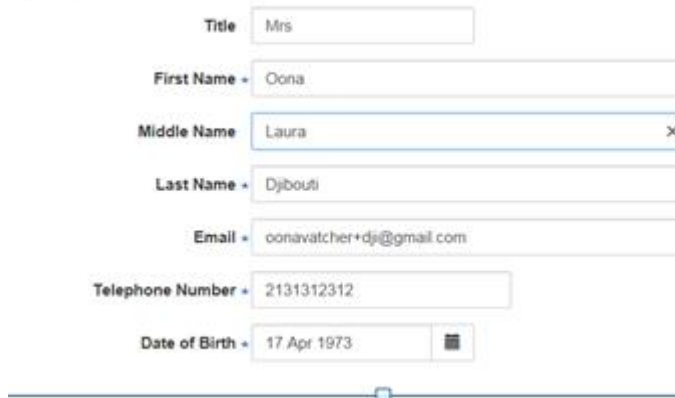


The screenshot shows a web form titled "Create an account to enter your Portal". The form includes the following fields and elements:

- Email:** A text input field containing "oonavatcher+dji@gmail.com".
- Welcome message:** "Welcome, just a few questions to create your account on the portal".
- Password:** A text input field with masked characters "*****" and a strength indicator bar below it.
- Confirm:** A text input field with masked characters "*****".
- Should you need to contact us, we use the following to identify you:** A heading for the next section.
- Memorable date:** A date picker field showing "17 Apr 1973".
- Memorable word or pin:** A text input field containing "test" and a clear button (X).
- Submit button:** A green button at the bottom labeled "Create your account with the Portal".

Once an account with your email address and a chosen password has been created, you will be taken to the next window to enter your full name and address. Please make sure you enter these details correctly as your name will be displayed on your certificate if you pass your exam.

Please note that the Scheme Owner has mandated these fields for all candidates sitting these examinations. If this information is not provided, APMG will be unable to release the results of the examination.



The screenshot shows a form for entering personal details. The fields are as follows:

- Title:** A dropdown menu with "Mrs" selected.
- First Name:** A text input field containing "Oona".
- Middle Name:** A text input field containing "Laura" and a clear button (X).
- Last Name:** A text input field containing "Djibouti".
- Email:** A text input field containing "oonavatcher+dji@gmail.com".
- Telephone Number:** A text input field containing "2131312312".
- Date of Birth:** A date picker field showing "17 Apr 1973".

Country ▾ Djibouti
house name, street or postcode

Address ▾ Test

Town/City ▾ Town

County/State ▾ County

Postcode/Zip ▾ POSTC x

You will also need to select your industry sector, method of contact and which order you'd like your first, middle and last names displayed on the certificate.

APMG monitor the take up and promotion of this product within our industry and for our internal use, it would be very helpful if you could confirm the sector in which you currently work.

Industry Sector ▾ Information and communication

Preferences

Method of contact ▾ Email
Please note that APMG's preference will be to contact you via email for any issues or updates to your examination.

Name on certificate ▾ Last Name / First Name / Middle Name
 First Name / Middle Name / Last Name
 Last Name / Middle Name / First Name

You need to accept exam terms and conditions, enter your name and date to complete registration.

I apply today to sit the examination(s) listed below for which I have booked and for the associated certification(s) upon achieving a pass in a relevant examination.

- PMD PRO (2012) Level 1

I confirm that I will comply with the Terms and Conditions of certification as summarised with this form and shown in full on the APMG website or as requested from my invigilator.

I confirm that the information I have given on this form is correct and that I understand and agree to the use of my personal details described within the criteria for certification.

Signature

Date

I have read and agree with the Terms and conditions

[Previous](#) [Complete Registration](#)

Once you have registered for the exam, you will be taken to the next page where you can view details of your exam together with the expiry date which is one year from booking.

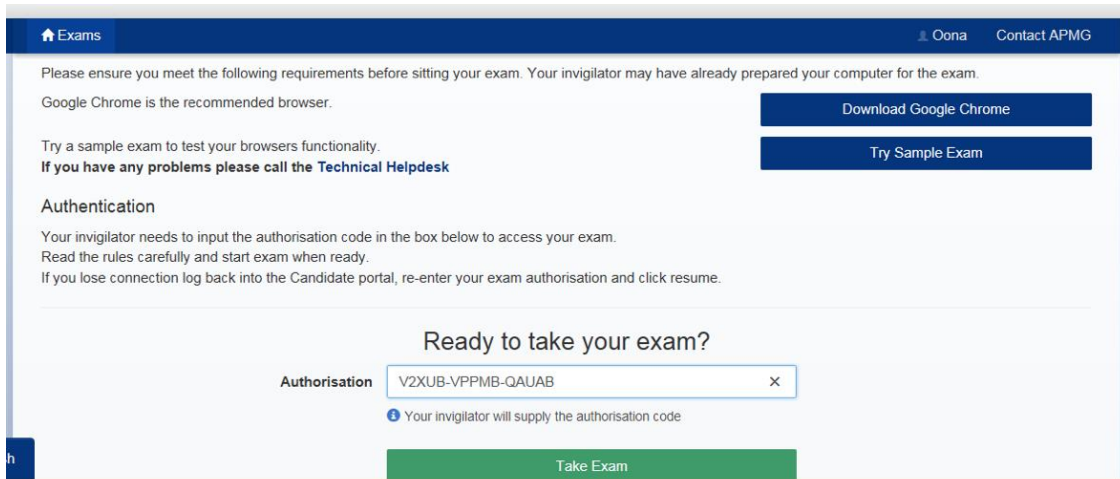
Exams

1000100024

Title	Booking Ref Session Id	Date	
 PMD PRO (2012) Level 1 Online PMD Pro	PMD_DJIBOUTI123_aaf2ab1346e42 2000100214	Jul 13, 2017 Not Yet Taken In a year	Details Registered ✓ Next

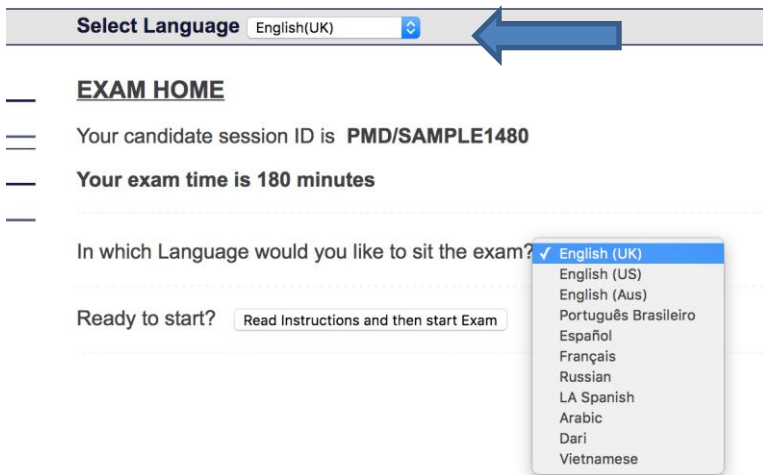
The green button will take you to the next step but will not start your exam.

When you click 'Next' you will have an option to either take a sample/ practice exam, or to take your real exam.



To take the real exam you will need to enter the Exam Authorisation Code provided by your invigilator and click 'Take Exam'.

Please select **in which Language would you like to sit the exam first** and then select instructions language at the top of the page.



When ready, click on '**Read Instructions and then Start Exam**'.

Read the instructions carefully on the next page and when ready, click '**I have read the 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.

The next page will be a confirmation of your exam language selection and you'll have the option here to '**Start Exam**'. Click on this when you're ready and this will take you straight into the exam.

Start Exam

Ready to start the exam?

Please make sure your personal details are correct before starting the exam as they will be used to issue the certificate if you are successful.

Please make sure the exam language shown below is correct. If not, click EXAM HOME in the menu and choose another language.

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.

Exam Language: English

Start Exam

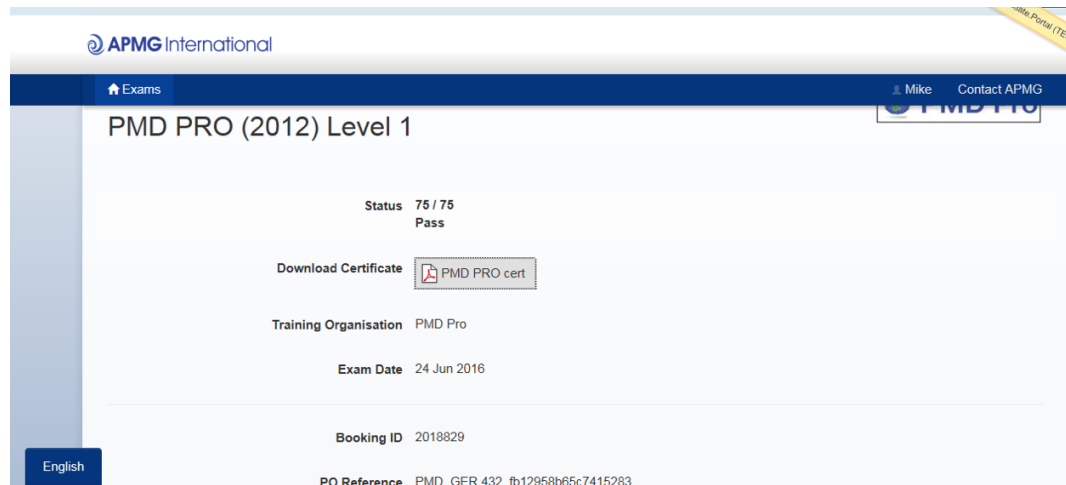
If during the course of the exam you have had to leave the website – say there is a power failure – then simply go back to the Candidate Portal and resume the exam.

Just be aware that the clock doesn't stop during your absence – it will keep running. You must log back in before the 3 hours since the start of the exam runs out, making sure that you leave yourself with enough time to answer all of the remaining questions. If under special circumstances you have to leave the exam for a prolonged time (e.g. due to loss of internet connection etc.) then please contact APMG to advise us of this.

Our Technical Helpdesk is open 24 hours a day, 7 days a week and can be contacted by calling +44 (0) 1494 452 450 and selecting Option 1.

The exam is '**closed book**' that is to say you are trusted not to refer to notes and other resources (including the PMDPro Guide itself!). Please comply with this rule. The result will then be the right one.

You will be given a provisional result at the end of your exam and the final result will be displayed, as long as your exam has been validated by your invigilator, within 7 working days of your exam date in your Candidate Portal, together with your certificate if you've passed the exam. Good Luck!



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.