



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

Part 4 - Validating the Exam – the Invigilator Process

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 invigilator process. For information on the practice exam, buying an exam and taking the real exam please refer to the other documents:

- Part 1 Practice Exam
- Part 2 Buying an Exam
- Part 3 Taking the Real Exam

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 Invigilator Registration

Details of invigilator registration will be in the PMD Pro Exam Invigilator Registration email received once the exams have been booked and paid for. Example of the email is below.

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@apmggroup.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

Please do not delete this email. You will need this information should you need to contact APMG-International.

Invigilator will be required to visit the Online Exam Invigilator Portal and complete their registration:

<http://onlineexams.apmg-international.com/Secure/PMDLogin.aspx?mode=Referee&ES=PMDF&ET=FO>

This only needs to be done once and will not be required for future bookings with the same invigilator.

Account name, account number and invigilator password can be found in the Invigilator Registration email.

Please Note – the system adds an extra space after the account name and account number; the extra space needs to be deleted otherwise login will not be successful.

Please enter your login details to proceed to your examination.

PMD Pro Level 1

Please enter your account number, account name and password in the text boxes below.

To enter the site, you must agree to the [Terms and Conditions](#)

Invigilator Login

Account Name	PB000VTEST
Account Number	25657
Password	*****

Enter your login details without the extra blank space, tick that you have read and you accept the terms and conditions, and then click 'Submit'.

I have read and accept the Terms and Conditions

Submit

You will then need to complete invigilator details on the next page and click 'Submit'.

Invigilator Details

Please confirm your details

Title (Mr, Mrs, etc.) *:	<input type="text"/>
First Name *:	<input type="text"/>
Surname *:	<input type="text"/>
E-Mail*:	<input type="text"/>
Address *:	<input type="text"/>
Post(Zip) Code*:	<input type="text"/>
Telephone No *:	<input type="text"/>
Country *:	Afghanistan

Clear

Submit

Once invigilator registration is complete, an email will be sent to the invigilator with the candidate authorisation codes which are required for the candidates to be able to register and start the exam.

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.

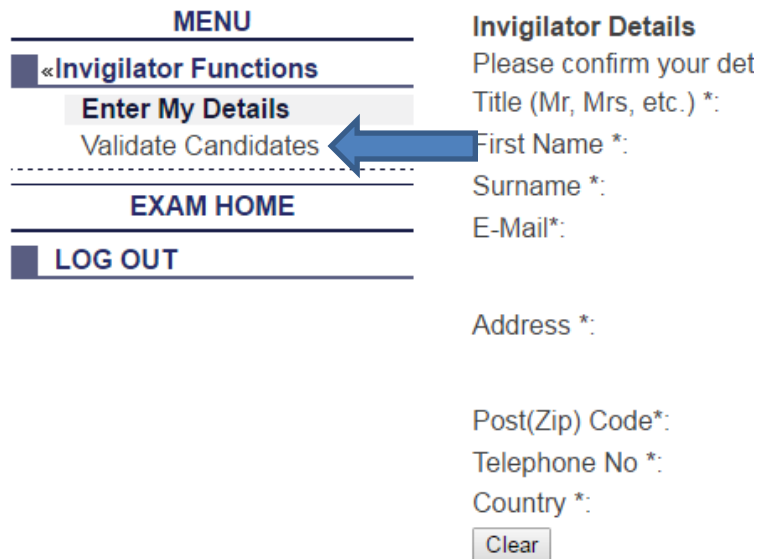
The invigilator will need to pass the link to the candidate portal together with the exam authorisation codes to the candidates. Each code is unique and should only be passed to candidate for whom that exam session was booked.

Candidate registration is described in 'Taking the real exam' guide.

5 Candidate Validation

Once the candidates have taken the exam, they won't get the official results, feedback, and certificate if they were successful, until the invigilator validates the candidates.

The invigilator will need to log back into the Invigilator portal using login details in the Invigilator Registration email. Once logged in, the invigilator will need to select 'Validate Candidates' option.



The screenshot displays the Invigilator portal interface. On the left is a 'MENU' with options: «Invigilator Functions, Enter My Details, Validate Candidates, EXAM HOME, and LOG OUT. A blue arrow points to 'Validate Candidates'. On the right is the 'Invigilator Details' form, which includes fields for Title (Mr, Mrs, etc.) *, First Name *, Surname *, E-Mail*, Address *, Post(Zip) Code*, Telephone No *, and Country *. A 'Clear' button is located at the bottom of the form.

A list of exams and candidates will be shown here for which you have been nominated as the Invigilator. It may be that you just need to validate one candidate, but it could also be that you have been the Invigilator for a whole class of candidates. Click on the candidate you would like to validate and their details will appear on the screen. There are a few fields here for you to update.

- [MENU](#)
- [Invigilator Functions](#)
- [EXAM HOME](#)
- [LOG OUT](#)

Account Number: 25657 - PB000VTEST (PMD_SingleCand_6de1c1be40d7423) - PMD Pro Level 1 ▼

Select Candidate: PMD/1000746 - Online Test 18/10/2016 - Validated

Candidate No: PMD/1000746

First Name: Online

Surname: Test

Telephone No: 01234567

E-Mail: victoria.bundy@apmgroup.co.uk

Exam Type: PMD Pro Level 1

Exam Completed:

Exam Date: 18/10/2016 (DD/MM/YYYY)

Candidate Verification: Passport ▼ Please specify other:

I have checked and I am satisfied with the ID of this candidate who sat the exam on the date indicated and if sat PMD Pro Level 2 confirm the candidate has already successfully passed PMD Pro Level 1

Validated By: Vika Test Validated Date: 18/10/2016 (DD/MM/YYYY)

Referee Relationship: Invigilator ▼ Please specify other:

You should have checked that the candidate is who they say they are prior to the start of the exam. Select how you did so from the **Candidate Verification** drop-down list – ID Check, Passport, Driving Licence or Other. If you select ‘Other’ you will need to specify what form of ID was checked in the **‘Please specify other’** free text box.

Tick the **Validated** box to confirm that you have checked the candidate’s ID. You will also need to state what your relationship is to the candidate from the drop-down box - their trainer, invigilator, manager, colleague, company HR or other. If you select ‘Other’, please specify your relationship with the candidate in the **‘Please specify other’** free text box.

When you are happy with your selections, click **‘Update’** and the candidate status will then change from Not Validated to Validated.

Your job as Invigilator is now complete. By validating the candidate in the system, the candidate’s results will be downloaded into APMG system and will be available for the candidate together with hopefully a certificate in the Candidate Portal.

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.