At the beginning of the examination:

Please confirm the following information to candidates prior to starting their examination: -

➤ There are no trick questions
➤ Each question has only one correct answer
➤ The examination is closed book
➤ The paper should be completed within one hour
➤ There are 60 questions within the paper.
➤ Candidates will need to score 33 marks or more to be awarded a pass in the paper.
➤ Answers which have been changed must be completely erased prior to submission of the answer booklet. If it is ambiguous as to which is the correct answer, the question will be voided and no marks awarded
➤ The answer booklet should be completed in **pencil** only, those submitted using pen may be void.

Marking the Foundation Paper

- Only the appointed invigilator or Approved Trainer is authorised to mark the Foundation Paper.

- There are 60 questions and 33 correct answers are required to pass.

- Please write the score for each paper on the candidate's answer sheet and next to the candidate's name on the Candidate List.

- Please note that marks awarded by the ATO are provisional. APMG will check and confirm the result (and where applicable issue feedback) when the pack is returned to us. APMG will not allow any remark requests for a Foundation paper unless there are exceptional circumstances for the remark request.

- In the event that the candidate fails the Foundation Paper, a new Foundation Paper can be obtained by contacting APMG.

Notes to Invigilators Prince 2 2017 Insert 18 July 2017

At the beginning of the examination:

Please confirm the following information to candidates prior to starting their examination: -

➢ There are no trick questions
➢ It is important that candidates read the instructions provided in each question
➢ Only one answer is required unless clearly stated otherwise
➢ The exam paper is based on the scenario which is contained in the scenario booklet. Where this additional information is required it will be clearly referenced within the relevant question. This additional information may also be used by other questions and, when required, this will be clearly referenced within the relevant questions
➢ Reference to a PRINCE2 manual is permitted during the examination. This manual may be tabbed with annotations on the pages. No additional support material is permitted; this includes post it notes with additional information on, any inserted sheets etc.
➢ No reference material outside of the manual is permitted in the examination
➢ The answer booklet should be completed in **pencil** only, those submitted using pen may be void
➢ Answers which have been changed must be completely erased prior to submission of the answer booklet. If it is ambiguous as to which is the correct answer, the question will be voided and no marks awarded.
➢ When the examination is finished, candidates should use the provided empty packet to seal in all documents except answer sheet relating to the examination paper prior to returning this to the invigilator. This includes the documents below as applicable to the examination taken: -
   o Examination question paper
   o Examination scenario booklet
   o Additional information booklet
➢ The instructions at the start of the scenario booklet should be read prior to the examination time being started
➢ Candidates will have 2.5 hours in which to complete the examination
➢ There are 68 marks available on the examination and candidates will need to score 38 marks or more to pass.
➢ It is suggested candidates spend about 15 minutes on each question.
➢ All questions should be answered from a PRINCE2 Project Management perspective.

Please note that every answer booklet has a unique code, which is repeated on every page. If any pages are replaced from another booklet, the scanning software will detect the different code and not mark those pages. Photocopying is even worse as the placement of the ovals is sufficiently distorted that they will not align with the scanner and thus be rejected. Please note on the candidate list and on this booklet should you need to replace sheets within an answer booklet for any reason. If pages are taken from a spare booklet, the candidate's answer booklet must have clipped to it before return to APMG a large notice that the booklet needs to be manually marked. Where possible, if needed, please replace the entire booklet, time how long the candidate takes to copy across any answers already done and allow the candidate the same number of minutes extra at the end of the exam. There should be enough spare answer booklets to allow this to happen.

Notes to Invigilators Prince 2 2017 Insert 18 July 2017