

COMPUTER BASED TEST

PM² CERTIFIED EXAM AND AGILE PM² CERTIFIED EXAM

INSTRUCTIONS TO CANDIDATES

STRUCTURE

The exam will be structured as follows:

- Candidates arrive at the test centre: **30 minutes before the test appointment**
- Identity check, candidates sign in and receive a detailed exam schedule

PART 1:

- Log in to the system, non-disclosure agreement, 3 minutes
- On-screen tutorial: 5 minutes
- Exam assessing knowledge of PM² / AGILE PM²: 75 minutes / 100 questions
- Satisfaction survey (optional) 6 minutes
- End of exam, candidates log out

Important advice: candidates are advised to plan for a longer stay at the test centre in case of any unexpected delays. Further information will be given at the test centre itself if needed.

GENERAL RULES AND RULES OF CONDUCT

ARRIVAL AT THE TEST CENTRE

- **Your early arrival at the test centre is of high importance. You must arrive at least 30 minutes before the exam appointment.** In case of late arrival, the CoEPM² cannot guarantee that there will be an available seat and/or time to allow you to take the exam.
- If you miss your exam appointment, the CoEPM² will decide whether to reschedule your exam appointment or not.

IDENTITY CHECK

Upon your arrival, your identity will be checked firstly by the security guards and then by the personnel at the reception desk. There will also be ID checks before your exam. For this you must provide the following:

- **A copy of the invitation letter from the CoEPM² which you must print and bring with you.**
- Proof of your identity in the form of an identity card **bearing a recent photo and signature.** **If the photographic ID provided does not bear a signature, further proof of identity bearing a signature must be provided,** such as: non-photographic driving licence, bankers card/credit card. The following documents are acceptable as proof of identity, provided that they include a photograph and a signature of the bearer: passport, national identity card, photographic driving licence, national/regional residence permit, military ID card, bank card.
- Your ID details must be identical to your personal details as indicated in your application.

GENERAL RULES

- You must complete the full exam. If you insist on leaving the test room during the exam, no extra time will be allowed.
- If you wish to give up, you may leave the room in silence after notifying the person responsible in the test centre.
- If you encounter a technical problem with exam delivery while you are being tested, please raise your hand to notify the invigilator immediately.
- You must sign in and out on the signature log each time you enter and leave the test room.
- **You will be offered the first available seat at the testing centre. Please note that exams are started individually by the testing centre administrators.**

RULES OF CONDUCT

- You must complete your exam without any aid or equipment other than those provided by the centre. To that end, all prohibited items must be deposited in the lockers before entering the test room. Such items include, but are not restricted to:
 - watch
 - paper and pen
 - any written and printed matter (i.e. books, dictionaries, thesauruses, pamphlets, publications, notes, including these instructions)
 - briefcases, bags, etc.
 - calculators, including watch calculators
 - computers, including palm tops
 - mobile telephones, beepers, pagers
 - personal organisers
 - iPads, iPod's, MP3 players, radios or other sound equipment
 - photographic devices
 - slide rules
- To avoid potential disturbances, any equipment or belongings which produce sound (such as alarms) must be turned off and deposited in the lockers.
- Any clothing or jewellery items allowed to be worn in the test room must remain on your person at all times. Removed clothing or jewellery items must be stored in your locker.
- Food and/or drinks are allowed **only** in the waiting room/area. Nothing can be brought into the test room.
- For the Part 1, the test centre will supply every candidate with an erasable note board and an erasable marker for notes to be taken. No candidate may take the erasable note board and marker out of the testing room. **Please try your marker before you start your test. Should it not work properly, inform the testing centre administrator immediately. Any later claims will not be considered.**
- It is strictly forbidden to make copies of exam questions and to remove them from the test centre. All questions remain the property of DIGIT.B1.CoEPM² of the EUROPEAN COMMISSION. Consequently, it is forbidden to divulge exam questions to the public.
- In order not to disturb other candidates during the exams you **may not** talk in the testing room. If you require assistance during the exams, please raise your hand and wait for the invigilator to assist you.

- Disposable earplugs are available on request in the test centre in order to ensure that candidates are not disturbed by potential noise.
- Smoking is strictly forbidden in the test centres.
- Use of mobile phones is strictly forbidden.
- Please note that any kind of rude, abusive, derogatory or threatening behaviour against the Test Centre Administrators (TCA) or other candidates is not tolerated and might lead to your exclusion from the selection procedure.
- You must follow any instructions given by the TCA and/or test centre staff at all time.
- You must follow the Testing Centre Regulations at all times. These regulations are available at the test centre.
- Neither Prometric nor the CoEPM² can accept any responsibility for loss or damage to property that is brought into the test centre.

In addition, please be aware that the exam session is invigilated and videotaped.

Anyone failing to respect the rules of conduct will be excluded from the test room, his/her exam will be declared void and his/her readmission to PM²/Agile PM² Certified Exams may be brought to an end subject to a decision of COEPM².

EXAM

PART 1

START OF THE EXAM

Once your exam is launched, you will be requested to confirm your name. Please make sure that the exam which is being delivered to you is in your name before pressing the button "Yes". If the exam is not in your name, please press the button "No" and notify the testing centre administrator immediately.

TUTORIAL

Before you start the exam, you will be asked to sign a non-disclosure agreement, and then a 5 minute tutorial will be displayed on your screen. This tutorial instructs you on how to navigate through the exam and on how to select and review answers. **We strongly advise you to follow it. Any complaints about the exam navigation and environment, resulting from not being familiarised with the tutorial, will not be accepted.**

Please be aware that for some questions you might have to scroll down to see the whole question and all the possible answers.

After you have finished the tutorial and are ready to start the exam, please press "END". This will transfer you to the exam.

TEST

PM²/Agile PM² Certified Exam

Time allowed: 75 minutes during which you will have to answer 100 questions.

Attention: Please note that all communication linked to your exam (such as tutorial, exam introduction screens, instructions, survey, etc...) will be delivered in English only.

SURVEY

After the end of the exams, you will be asked to complete a satisfaction survey relating to your exam experience. This survey is optional and does not count towards marking of your exams. If you do not wish to complete the survey, please click "END". Please do not use the survey to comment on the content of the exams or on any technical issues you might have experienced. Should you have a **serious** doubt about a concrete exam question or any technical issue, please contact the CoEPM² immediately using the below-mentioned e-mail address clearly stating your case.

- END OF THE EXAM -

USEFUL INFORMATION:

Please note that after completion of the exam, you will see your exam score on the screen. Your score will be also sent to you by email.

If you pass the exam, you will receive your certificate during an official PM² Certificates Awarding Ceremony. The CoEPM² will officially invite you to attend the first planned ceremony after you passed the exam.

Communication with the CoEPM² may be made by contacting EC-PM2@ec.europa.eu (always clearly stating your name and the PM² Certified/Agile PM² Certified Exam reference)