Project DPro (PMD Pro) and Program DPro Exams

Individual Candidates

A step by step guide to your Project DPro and Program DPro Exams
What is the purpose of this document?

This document will give you some background information on the DPro certification schemes and will guide you through the examination process (online system). This guide is divided into 5 steps: Practice Exam, Buying an Exam, Setting Up the Exam, Taking the Real Exam, Validating the Exam.

What are Project DPro (PMD Pro) and Program DPro?

The Project DPro and Program DPro certifications have been developed by PM4NGOs in partnership with APMG International. If you would like to read more about the certification schemes and the guides that support them, please visit PM4NGOs website.

What do the exams comprise?

The exams are 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. In that case you should attempt every question. Each question has only one correct answer - so do not mark more than one answer. Exams are online only: your trainees do not need to attend to an appointment at a facility. They have up to 3 hours to take the exam.

Exam invigilation / validation

If you are taking a training course provided by an organization, check with your trainer if they will purchase and/or invigilate your exam. If you have taken the self-study pathway, you can purchase your exam and select your invigilator at the purchase.

Important note

If you purchase your exam and select a public invigilator, please note that an additional fee might be charged by the invigilator. The invigilator also might have its own exam schedule. Please consult the public invigilator before purchasing the exam to check their fee and invigilation schedule.
This guide is divided into 5 steps, as you can see in this page. Remember that this is the guide for **individual candidates**. If you are a trainer or represent a training organization, visit the [PM4NGOs](http://www.pm4ngos.org) website and search for the Project DPro Exam trainers’ guide.

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**Step 1**
Practice Exam (candidate)

**Step 2**
Buying an Exam (candidate)

**Step 3**
Setting Up the Exam (invigilator)

**Step 4**
Taking the Real Exam (candidate)

**Step 5**
Validating the Exam (invigilator)

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*We recommend reading this guide entirely and carefully. If you have any questions, please contact the PM4NGOs team at [www.pm4ngos.org](http://www.pm4ngos.org).*
Practice Exam
To practice the exam and get familiarized with the examination system, it is possible to try the Sample Exam any number of times, free of costs, at the APMG webpage. To access the practice exams webpage, use the following link: http://onlineexams.apmg-international.com/Marlin/SamplePapers.aspx

The pull-down menu will present the sample exams options (all accredited by APMG).
To practice the exam and get familiarized with the examination system, it is possible to try the Sample Exam any number of times, free of costs, at the APMG webpage. To access the practice exams webpage, use the following link: [http://onlineexams.apmg-international.com/Marlin/SamplePapers.aspx](http://onlineexams.apmg-international.com/Marlin/SamplePapers.aspx)

Select the exam you would like to practice: Program DPro or Project DPro (PMD Pro) Foundation.
Once you select the exam that you want to practice, it will open on a **new window**. Please check if your browser **popups** are allowed, otherwise the new window will not open.

Use this option to change the exam language.

Click on this button to read the exam instructions.
Scroll down and read all instructions. Don’t worry if any text of the instructions are not in the language you selected. Your exam will be at the language you selected previously.

Scroll down to read all instructions

At the end of the page, click in the button “I have read the instructions”
Confirm your language, and then click “Start Exam”.
If the language does not match your selection, click on the option “EXAM HOME” on the left menu to change it.
Once you click “Start Exam”, the exam is going to looks like the image below. Let’s explore the exam options and details...

The current question number is shown in blue.

All questions in gray have not been answered.

Move through the questions using the navigation buttons or click in the question number.

The questions in green are the ones you already answered.

Select (only one) answer by clicking on the ‘answer oval’.
Navigating through flagged questions (marked to review later) and unanswered questions. 

**Tip:** do not leave any question unanswered. If you are not sure what is the correct answer, mark the one that you think it is most likely the correct and flag the question to review it when you have answered all exam questions.

Use the Flag box to mark questions that you would like to review.

These flagged questions will show a # symbol on their numbers.

Use this button to navigate to the next flagged question.

Use this button to navigate to the next unanswered question.
Exam remaining time, taking a break, and finishing the exam.

You will see a timer on the top left of your screen, that shows the exam remaining time.

Use this button to take a break. The timer will not stop, but your screen will hide the questions and answers.

Click here when you are ready to finish the exam.
When you click “Finish the Exam”, you will be requested to confirm that you really want to finish the exam, giving you the chance to check if there is any answer that you did not mark.
The exam results.
After confirming that you want to finish the exam, the system will process your answers and show your results.

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Your Marks</th>
<th>Pass Mark</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 21, 2020</td>
<td>5</td>
<td>49</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Practice Your score
Minimum score to pass the exam
Pass or Fail

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
<th>Correct Responses</th>
<th>Correct Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B</td>
<td>✓</td>
<td>B</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>✓</td>
<td>A</td>
</tr>
<tr>
<td>3</td>
<td>B</td>
<td>✓</td>
<td>B</td>
</tr>
<tr>
<td>4</td>
<td>D</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>5</td>
<td>C</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>6</td>
<td>B</td>
<td>✓</td>
<td>B</td>
</tr>
<tr>
<td>7</td>
<td>A</td>
<td>✓</td>
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</tr>
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<td>8</td>
<td>D</td>
<td></td>
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<td></td>
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<td>11</td>
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<td></td>
<td>B</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>B</td>
</tr>
</tbody>
</table>
Recommendations

• Try to complete the Sample Exam under examination conditions: that will help you to focus on the questions when taking the real exam.
• You can practice the exam as many times as you like.
• It’s good practice to monitor the time you are taking – so after say 15 questions (or 1/5th through the exam) check how long you have taken. You should have taken about 30 minutes (perhaps a little longer, but a maximum of 35 minutes). If you have taken longer than this time for the first 15 questions, try to speed up the rate at which you answer the questions. Check again after 30 questions (you should have managed these within 60 – 70 minutes).
• Work your way through the exam. Remember: you have 3 hours so take any spare time to go over and check your answers.
Buying an Exam
To purchase a PMD Pro Exam you will need to use one of the following payment methods:

**International Credit / Debit Card**
- American Express
- MasterCard
- VISA
- Maestro
- JCB
- DEBIT

Make sure you have your credit card with you to provide its information in the payment confirmation screen.

**PayPal Account**

You can use this option to pay with your credit card, with or without a PayPal account.

**Voucher**

If you cannot use a credit card or PayPal account due to bank or country restrictions, please contact APMG: help@apmg-international.com

Make sure to include in your message: your name, country, contact information, and why you cannot use a credit/debit card or PayPal.

Ask for an invoice to pay for your exam.

After the invoice payment you will receive a voucher to complete your purchase. Please wait until you have the voucher to proceed to the next instructions on how to purchase your exam.

**Important note:**

- Buy your exam a few days before you plan to take it – that will give you time to fix any problem or to find a different payment method if the one you have chosen doesn’t work. Exams are valid for 1 year after purchase.
To buy your exam, simply go to the APMG online exams webpage by clicking one of the following two links:

Project DPro: [https://apmg-international.com/product/pmd-pro](https://apmg-international.com/product/pmd-pro)


Click “Book Exam”

Level 2 is still based on the PMD Pro 1st Edition.
Once you select your option, the purchase page will open. It looks like the image below:

Project DPro (PMD Pro) Foundation Pricing

The mechanism for the Project DPro (PMD Pro) Foundation 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 APMG Groups web-based exam system. 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 Project DPro (PMD Pro) Foundation examination is shown in the options below. Please select the option applicable to you.

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
US: 1-855-773-3403
Canada: 1-855-698-0575
Australia: 1900 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
  - Volunteers
  - Students

- $60 USD
  - NGOs (national or international) working in the developing world
  - Consultants in the developing world
  - Staff of government ministries or entities in the developing world

Read the information and scroll down to see all pricing options.
You will need to choose the correct price and exam option from the selection.

Please note that this Guide is dedicated to **Individual Candidates**.

If you are a training organization, you need to become an Approved Invigilator or a PM4NGOs Training Partner in order to bulk purchase exams and invigilate them. Please check the [PM4NGOs training page](#) or contact the PM4NGOs team.

**SELECT PRICING OPTION**

- **$22 USD**
  - Staff of local** NGOs
  - Volunteers
  - Students

- **$60 USD**
  - NGOs (national or international) working in the developing world
  - Consultants in the developing world
  - Staff of government ministries or entities in the developing world

- **$145 USD**
  - NGOs (national or international) working in the developed world
  - Others (including, but not limited to, HQ-based staff of NGOs, staff of multi-lateral and bi-lateral agencies, consultants in developed world)

**ENTER EXAM DETAILS**

**Local NGOs**
Community-based organizations, grassroots-oriented, located in remote locations or urban peripheral impoverished area, with a single office, not connected to other organizations as an affiliate, a subsidiary, or as the same corporation or other legal entity.

Click “Next”
After making selection the pricing tier and clicking ‘Next’ you will see the screen below.

This screen will present a summary of your order.

Verify the purchase information and scroll down to enter the contact details.
Enter the required information. All fields marked with an * are mandatory.

Please confirm each details before clicking “Confirm”, especially e-mails. If you provide a wrong e-mail it might be very difficult to locate and restore your purchase.

* Required

**Invigilator Contact Details:**
Public invigilation has an additional fee of 5 USD, which is paid directly to the invigilator you select. If you have taken a training course that includes the certification exam, please contact your trainer prior to purchasing the exam.

Invigilator*

**Candidate Order Details:**
Enter the contact details of the candidate as order confirmation will be sent to the candidate.
Candidate Name*
Candidate Surname*
Your Order Reference:* (4 to 12 characters)
E-Mail*
Confirm E-Mail*

**Candidate Address**
Address Line 1:
Address Line 2:
Address Line 3:
Town/City:*
County/State:
Post Code / Zip:* (Afghanistan)
Country:* (Afghanistan)

**PAYMENT METHOD**
Payment Method
- By Credit Card / Debit Card / PayPal

Click “Confirm”
Payment by credit card or Pay Pal
The system will show the details of your purchase. Check all details and make sure all information is correct.

If you have a voucher and selected this option, please see the next slide for more details.

Select the payment option
Click “Buy now”
Please see below what happens next, according to the payment method you have used:

**International Credit / Debit Card**

The system will ask for your debit / credit card information, to confirm the payment.

- Fill out the checkout form with your credit card information to confirm the purchase

**PayPal Account**

The system will take you to the PayPal website. You will then follow the instruction to enter your PayPal account or credit card information, to confirm the payment.

- Follow the PayPal instructions to confirm the purchase

**Voucher**

The system will check if the voucher you informed is valid and simply confirm your exam purchase.

- Enter the voucher information to confirm the purchase
Confirmation screen: this is an example of the confirmation you see after confirming the purchase. You can close this window – the purchase has been completed.

You and your invigilator will receive three different messages, as described in the next page.

In case of any issue / error message during the purchase process, send an e-mail to help@apmg-international.com.
After successfully concluding your purchase, these are the emails that you and your invigilator will receive:

1) APMG Payment Confirmation
The first e-mail is a transaction / payment confirmation. You will get this e-mail from the payment service.

2) Online Exam Payment
The second e-mail is a payment confirmation from APMG. This e-mail has important information in case you need to contact APMG for any inquiry.

3) Project DPro (PMD Pro) Foundation Invigilator Invitation
The third and last e-mail is a message to the public invigilator you selected. Please contact your invigilator to confirm that he/she has received the invigilation request. You will find his/her email at the Online Exam Payment message that you received (see item 2 above).
The exam is set up by your invigilator. He/she needs to follow the instructions received on his/her e-mail inbox. Please contact your invigilator to confirm that he/she has received the invigilation request. You will find the invigilator email at the **Online Exam Payment message** that you received (see the previous section: Purchasing the Exam).

- Please note that public invigilation has **an additional fee**, which is paid directly to the invigilator.
- He/she will send the instructions for the invigilation fee payment.
- **Once your invigilator confirms** and accepts the invigilation, you will receive an email from APMG with instructions to **create your profile**.
- If you are a **returning candidate**, who already have a profile at the APMG Candidate portal, you don’t need to create a new profile. Once your invigilator accepts and confirms the invigilation, the new booking will show up at your profile.
- If the invigilation is to be taken online, the invigilator will require that you send a photo ID.
- Your invigilator will contact you to set up the date and time of your exam. Most public invigilators have an agenda for exams. You might be requested to select a date from the available options.
- If you have any questions, please contact the PM4NGOs team at [info@pm4ngos.org](mailto:info@pm4ngos.org).
Creating your profile.

Once your invigilator confirms and accepts the invigilation, you will receive an email from APMG with instructions to create your profile. This message will only be sent to you after the invigilator confirmation.

This image shows an example of the email you will receive after your invigilator confirms and accepts the invigilation.

Click in this link to create your candidate profile.
Creating your profile.

**If you did not receive the email** with instructions to create your profile, contact your invigilator. He/she will send you the authorization code and you can start creating your profile by following these instructions:

1. **Set Up**
2. Access the **Candidate Portal**, enter your e-mail, and press “Enter”
3. If you have not previously logged into the candidate portal, “pin/auth code login” option will be displayed above the email address window.
4. Enable the pin/auth code, enter the Exam Authorization Code provided by your invigilator and click “Enter with code”
The invigilator will send you the authorization code to create your profile at the Candidate Portal. If this is not your first access to the Candidate Portal, please see the “Returning to the Candidate Portal” in the end of this section.

If you have not previously logged into the candidate portal, “pin/auth code login” option will be displayed above the email address window. Click on this link, enter the Exam Authorization Code provided by your invigilator and click “Enter with code”.
Creating your profile.
Follow the instructions below to set up your candidate profile.

You email should appear in this field

Enter a password of your choice. The bar below the password will turn green to confirm that the chosen password is strong enough.

Repeat your password to confirm it

Enter a date that you can remember. You will need it in case you need to recover your password.

Enter a word or pin that you can remember. You will need it in case you need to recover your password.

Click here to create your profile
Creating your profile.

Step 1 of 4

Enter your details as indicated in each field. The fields with a blue * are mandatory.

Click next
Creating your profile.
Step 2 of 4

Enter your country of residence
You can use this field to automatically search for your address
Enter your address as indicated in each field. The fields with a blue * are mandatory
Click next
Creating your profile.
Step 3 of 4

- Enter your organization
- Select the sector / industry of your organization
- Select how you would like to be contacted
  We recommend selecting “Email”
- Select how you would like your name to be shown at your certificate(s)
- Click next
Creating your profile.
Step 4 of 4

Set Up

Select this item if you would like your name to be included in a public list of successful candidates.

Review the Data Protection Statement

You must agree with the terms by selecting this item

Please mark these items if you would like to be contacted by APMG and/or PM4NGOs about updates and news regarding your certificate.

Scroll down to continue the step 4
Creating your profile.
Step 4 of 4

- **Mark this box**
- **Read the declaration carefully**
- **Sign by entering your full name**
- **Enter the date you are creating your profile**

Complete your registration
Your profile has been created.
The image below is an example of your profile main page. It shows the exam(s) that you are registered.
You will need the authorization code to take your exam, which will be provided by your invigilator at the exam date.
In the next section you will find the instructions to enter the authorization code and take your exam.
Taking the Real Exam
Before we start, remember that you should not have a printed or digital copy of the Project DPro or Program DPro guide available during your exam. You should also close all browser windows (except the exam one) and conference/call applications, such as Skype, Zoom, WhatsApp, Hangouts, except for a call with your exam invigilator.

Please talk to your trainer or invigilator if you have any questions about the exam.
Log in on your account at the Candidate Portal.

To start the real exam (or try a sample exam), please click “Next”.

Tip
If you want to check your details, change your password, or log out to take your exam later, please click on your name.
By clicking “Next”, you will see the following screen:

- Take the Exam
- Read the instructions
- The exam works on most browsers, but it is recommended using Google Chrome.
- You can take the Sample Exam to practice as many times as you want.

Enter the code that you received from your invigilator.

Click “Take Exam” when you are ready. Please make sure that you are following the invigilator instructions.

**Important note:** do not click to start the exam unless you are ready. If you start the exam, it will be used and cannot be taken again. Each exam purchase gives you only one attempt. If you use the exam and do not finish it, you will need to buy a new exam.
A new window will open – that’s your exam window. Feel free to change the screen size to fit all content.

This is your candidate ID. Take a note of this number – in case you need to contact APMG.

This is your exam time.

Select the language in which you will take the exam.

Click on this button to read the exam instructions.
Scroll down and read all instructions.

Don’t worry if any or all instructions are in English. Your exam will be at the language you selected previously.

Read the instructions and click in the button “I have read the instructions”
Confirm your language, and then click “Start Exam”

If the language does not match your selection, click on the option “EXAM HOME” on the left menu and change it.

Confirm the exam language

Start the exam
Once you click “Start Exam”, the exam is going to looks like the image below. Let’s explore the exam options and details...

The current question number is shown in blue.

All questions in gray have not been answered.

Move through the questions using the navigation buttons or click in the question number.

Select (only one) answer by clicking on the ‘answer oval’.
Navigating through flagged questions (marked to review later) and unanswered questions.

**Tip:** do not leave any question unanswered. If you are not sure what is the correct answer, mark the one that you think it is most likely the correct and flag the question to review it when you have answered all exam questions.
Exam remaining time, taking a break, and finishing the exam.

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Use this button to take a break. The timer will not stop, but your screen will hide the questions and answers.

Click here when you are ready to finish the exam.
When you click “Finish the Exam”, you will be requested to confirm that you really want to finish the exam, giving you the chance to check if there is any answer that you did not mark.
The result of your exam will be available immediately after finishing it.

Your score
Minimum score to pass the exam
Pass or Fail

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Your Marks</th>
<th>Pass Mark</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 22, 2020</td>
<td>0</td>
<td>49</td>
<td>Fail</td>
</tr>
</tbody>
</table>
Validating the Exam
Once you have finished your exam, your invigilator needs to validate it, regardless if you pass or fail.

Recommendations:

1. After you finish the exam, confirm with your invigilator that he/she has validated it
2. It takes a couple of days after the exam validation to the certificate becoming available
3. If your certificate is not available 48h after your invigilator confirms that it has been validated, please contact APMG at: help@apmg-international.com
4. The certificate is available only on digital format.

In the next page there are instructions on how to download your certificate.
Downloading your certificate

If you successfully pass the exam, and once your invigilator validates it, your certificate will be available in about 48h.

Access the Candidate Portal, enter your e-mail and password, click “Log In”.

In the next screen, click “Details”.

Download your certificate
Final Considerations

Congratulations for taking the Project DPro or Program DPro Exam!
We are glad to have you onboard on our mission to make the world better, one project at a time.

If you have not passed the exam, don’t worry. You can take the exam again. Do not give up!

Please contact us at info@pm4ngos.org or help@apmg-international.com if you need any further assistance of if you would like to suggest improvements to this guide.

You can also contact us at: