

APMP Candidate Guide to Booking Public Exams

This guide is intended to help any public candidate book an APMP examination via APMG's Public Exams booking system.

Where can I purchase the exam?

The exam may be provided with your training via your Accredited Training Organisation, please ensure you check with them.

If not you can also purchase and book your own exam here:

<https://publicexambookings.apmg-international.com/products>

If your company has an APMP Corporate Membership and you believe your company has purchased exam vouchers, please contact the Company Administrator of the Corporate Membership. If you still have questions, please contact the APMP Member Value Team at membership@apmp.org.

Before beginning you will need:

1. APMP membership ID number

- To find your APMP membership ID number, login to your membership profile at apmp.org.

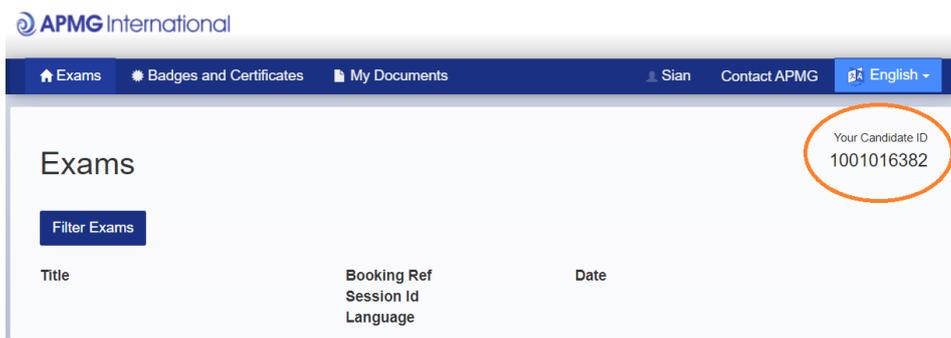
If you cannot remember your APMP member profile credentials, you can request a password reset:

1. Online: [Forgot Password](#)
2. Email: membership@apmp.org with the subject "Please Reset My APMP Password".
 - I. Include your full name, and the email address you think is associated with your membership.

If you are booking a level that has a pre-requisite (Practitioner, Capture Practitioner, Professional), you will also require Candidate ID.

2. Candidate ID

- This can be found by navigating to the Candidate Portal (<https://candidateportal.apmg-international.com/#/exams>), logging in, and locating the candidate ID on the homepage:



The screenshot shows the APMP International website interface. At the top, there is a navigation bar with links for 'Exams', 'Badges and Certificates', 'My Documents', 'Sian', 'Contact APMG', and a language dropdown set to 'English'. Below the navigation bar, the main content area is titled 'Exams' and includes a 'Filter Exams' button. A table is partially visible with columns for 'Title', 'Booking Ref', 'Session Id', 'Language', and 'Date'. In the top right corner of the main content area, the text 'Your Candidate ID' is displayed above the number '1001016382', which is circled in orange.

- If you sat your exam pre-2019, you will need to locate your Candidate Number that begins with APMP/..... If you do not have this to hand, please call into APMG Operations Team on: 01494 452450 and they will provide this for you.

Steps to booking an APMP Public Exam

1. Navigate to [APMG Public Exams](#)
2. Select the relevant Certification and level from the menu on the left
3. Book New Exam & Complete details
 - a. Here you should include your APMP Membership ID
4. Pay & confirm
5. You will then receive a confirmation email with further instructions to schedule your exam

Quick Links:

- My pre-requisite isn't validating/ is erroring – please see [page 6](#)
- When can I use my voucher code – please see [page 7](#)

Detailed Steps and Example Booking

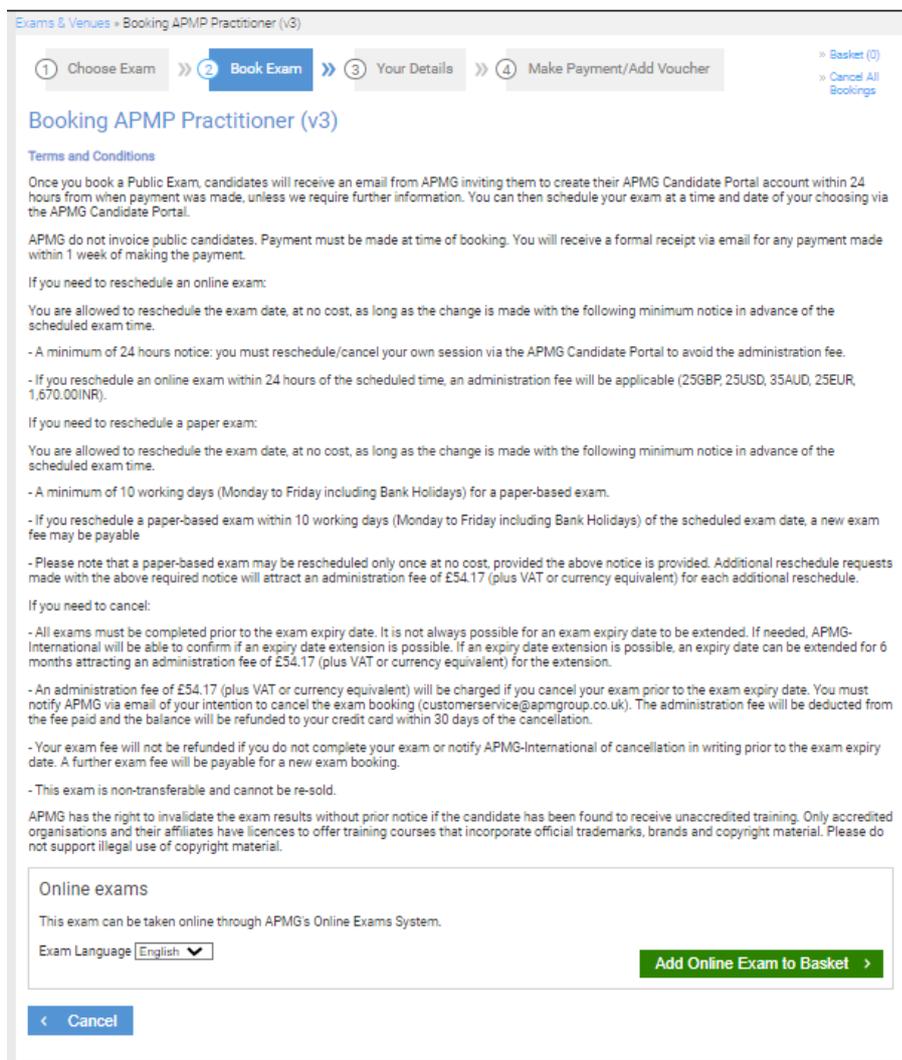
1. Navigate to [APMG Public Exams](#)
2. Select the relevant Certification and level from the menu on the left

Eg. We will book APMP Practitioner (v3): Once you are happy you have the correct exam click the 'Book new exam' button.



The following screen will confirm which exam you have selected, the terms and conditions, and give any Exam Language options within the drop-down menu.

Click 'Add Online Exam to Basket':



Exams & Venues » Booking APMP Practitioner (v3)

1 Choose Exam » 2 **Book Exam** » 3 Your Details » 4 Make Payment/Add Voucher

» Basket (0)
» Cancel All Bookings

Booking APMP Practitioner (v3)

Terms and Conditions

Once you book a Public Exam, candidates will receive an email from APMG inviting them to create their APMG Candidate Portal account within 24 hours from when payment was made, unless we require further information. You can then schedule your exam at a time and date of your choosing via the APMG Candidate Portal.

APMG do not invoice public candidates. Payment must be made at time of booking. You will receive a formal receipt via email for any payment made within 1 week of making the payment.

If you need to reschedule an online exam:

You are allowed to reschedule the exam date, at no cost, as long as the change is made with the following minimum notice in advance of the scheduled exam time.

- A minimum of 24 hours notice: you must reschedule/cancel your own session via the APMG Candidate Portal to avoid the administration fee.
- If you reschedule an online exam within 24 hours of the scheduled time, an administration fee will be applicable (25GBP, 25USD, 35AUD, 25EUR, 1,670.00INR).

If you need to reschedule a paper exam:

You are allowed to reschedule the exam date, at no cost, as long as the change is made with the following minimum notice in advance of the scheduled exam time.

- A minimum of 10 working days (Monday to Friday including Bank Holidays) for a paper-based exam.
- If you reschedule a paper-based exam within 10 working days (Monday to Friday including Bank Holidays) of the scheduled exam date, a new exam fee may be payable
- Please note that a paper-based exam may be rescheduled only once at no cost, provided the above notice is provided. Additional reschedule requests made with the above required notice will attract an administration fee of £54.17 (plus VAT or currency equivalent) for each additional reschedule.

If you need to cancel:

- All exams must be completed prior to the exam expiry date. It is not always possible for an exam expiry date to be extended. If needed, APMG-International will be able to confirm if an expiry date extension is possible. If an expiry date extension is possible, an expiry date can be extended for 6 months attracting an administration fee of £54.17 (plus VAT or currency equivalent) for the extension.
- An administration fee of £54.17 (plus VAT or currency equivalent) will be charged if you cancel your exam prior to the exam expiry date. You must notify APMG via email of your intention to cancel the exam booking (customerservice@apmgroup.co.uk). The administration fee will be deducted from the fee paid and the balance will be refunded to your credit card within 30 days of the cancellation.
- Your exam fee will not be refunded if you do not complete your exam or notify APMG-International of cancellation in writing prior to the exam expiry date. A further exam fee will be payable for a new exam booking.
- This exam is non-transferable and cannot be re-sold.

APMG has the right to invalidate the exam results without prior notice if the candidate has been found to receive unaccredited training. Only accredited organisations and their affiliates have licences to offer training courses that incorporate official trademarks, brands and copyright material. Please do not support illegal use of copyright material.

Online exams

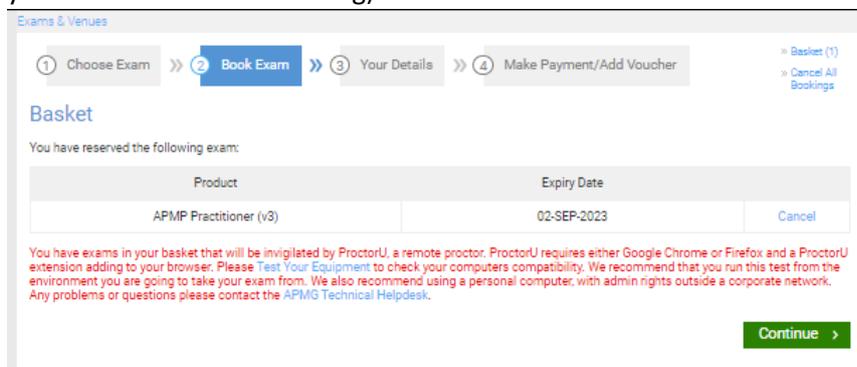
This exam can be taken online through APMG's Online Exams System.

Exam Language

Add Online Exam to Basket >

< **Cancel**

The following screen will show the title of the exam and the expiry date for taking it (default is one year from the date of booking). You will also see advice on the ProctorU Service. Click continue:



Exams & Venues

1 Choose Exam » 2 **Book Exam** » 3 Your Details » 4 Make Payment/Add Voucher

» Basket (1)
» Cancel All Bookings

Basket

You have reserved the following exam:

Product	Expiry Date	
APMP Practitioner (v3)	02-SEP-2023	Cancel

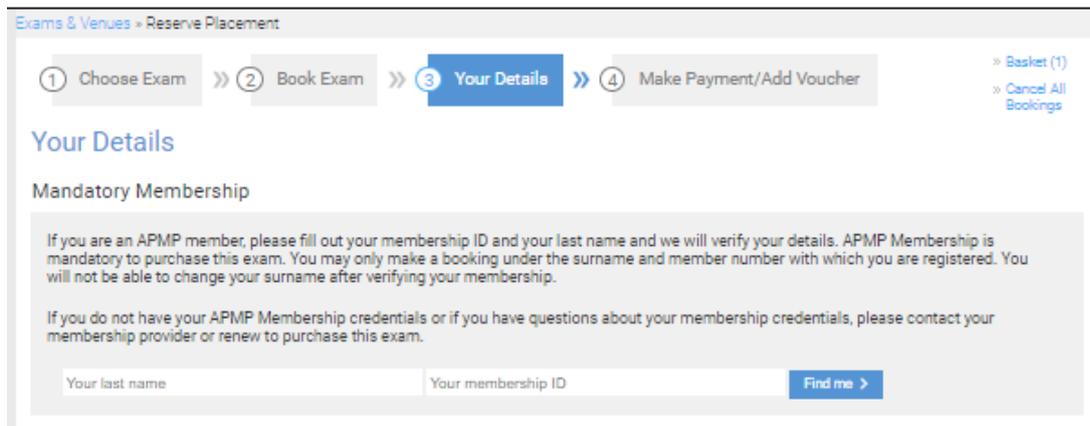
You have exams in your basket that will be invigilated by ProctorU, a remote proctor. ProctorU requires either Google Chrome or Firefox and a ProctorU extension adding to your browser. Please [Test Your Equipment](#) to check your computers compatibility. We recommend that you run this test from the environment you are going to take your exam from. We also recommend using a personal computer, with admin rights outside a corporate network. Any problems or questions please contact the [APMG Technical Helpdesk](#).

Continue >

3. Book New Exam & Complete details

Next you will require your **APMP membership ID number**.

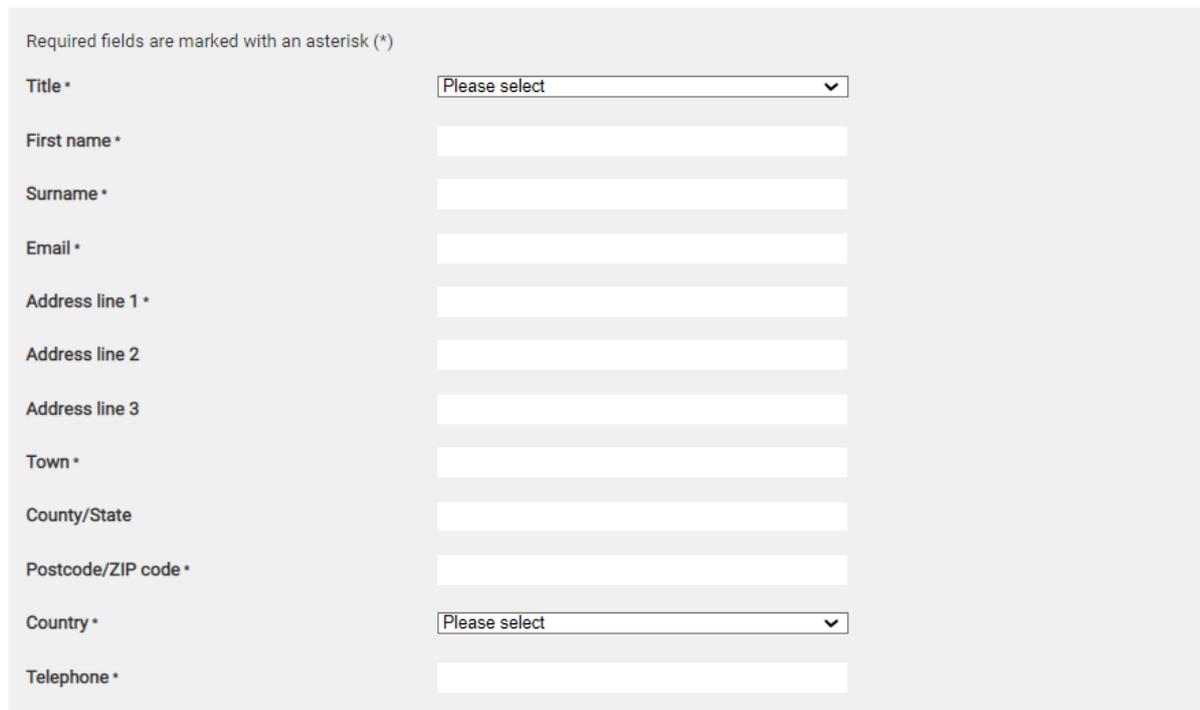
Please note that the name you use here **MUST** be the same as the name associated with your APMP membership ID number (i.e. *if you have changed your name since becoming a member you MUST either use the name APMP have for you, or request them to update your record with them before continuing*).



The screenshot shows a web interface for 'Exams & Venues > Reserve Placement'. A progress bar at the top indicates four steps: 1. Choose Exam, 2. Book Exam, 3. Your Details (highlighted in blue), and 4. Make Payment/Add Voucher. On the right, there are links for 'Basket (1)' and 'Cancel All Bookings'. Below the progress bar, the heading 'Your Details' is followed by a section titled 'Mandatory Membership'. This section contains two paragraphs of text explaining that APMP membership is mandatory and that users must use their registered surname. At the bottom of this section, there are two input fields: 'Your last name' and 'Your membership ID', with a 'Find me >' button to the right.

Once the system has confirmed your membership you will be able to continue and enter your personal details:

Personal Details



The screenshot shows a 'Personal Details' form with the following fields:

- Required fields are marked with an asterisk (*)
- Title * (Dropdown menu with 'Please select')
- First name *
- Surname *
- Email *
- Address line 1 *
- Address line 2
- Address line 3
- Town *
- County/State
- Postcode/ZIP code *
- Country * (Dropdown menu with 'Please select')
- Telephone *

The next section requires you to enter your **candidate ID** to confirm you have the pre-requisite qualification for this level and allows you to enter any special requirements you may have for the exam (i.e second language or other special requirement).

The system will check the **candidate ID** against the Successful Candidate Register (SCR). You may have previously opted to not be included on the SCR, in which case the system will error/ not validate, and you should email a request to operationsuk@apmg-uk.com to be added to the SCR. You can explain that this is for the validation of a pre-requisite.

If you are booking the Foundation exam, no pre-requisites will require the **candidate ID**, however you will need to provide Experience Declaration by selecting a tick box.

Booking APMP Practitioner (v3)

Exam duration: 150 minutes

APMP Practitioner (v3) Prerequisites

To complete your booking, it is a mandatory requirement of the scheme to have passed at least one of the required prerequisite courses before purchasing this exam. Please provide your candidate ID for one of the prerequisites stated below. If you do not know this information or if you have any questions about your prerequisite, please contact APMG-International for assistance.

Prerequisite courses · APMP Foundation (v3)

Candidate ID for prerequisite check *

APMP Practitioner (v3) Special Requirements

Please note that you will need to supply evidence to qualify for any special requirements.

Is this exam in a second language? No

Other special requirements for exam

Further details
Other non-second language special requirement details

Extra time percentage required

You will also need to complete the Self-study Declaration, our Data Protection Statement and accept the terms and conditions, then select continue:

APMP Practitioner (v3) Self-study Declaration

To support my application to sit the examination independently, I confirm that I have studied using one or more of the following methods:

Choose all applicable *

- The Manual and/or any other reference material bought independently from APMG-Business Books or other bookshops.
- Internet references to the APMP Practitioner (v3) methodology and/or other literature publicly available.
- Any kind of training purchased from an accredited training organisation:
None

APMP Practitioner (v3) Confirmation and Data Protection

Online Exam *

Please click [here](#) to view the Terms and Conditions.

- I have read and accept the terms and conditions above.

[Back to Basket](#)

[Continue](#)

4. Pay & confirm

The following page will give you the expiry date and cost of your examination, with the option to:

5. Use a **voucher code to pay**

- a. If you have a voucher code by a training organisation or APMP, add it in the box and click **'Send Voucher/Corporate Membership'** button, OR:

6. **Pay by card**

Exams & Venues

1 Choose Exam >> 2 Book Exam >> 3 Your Details >> 4 **Make Payment/Add Voucher**

[Basket \(1\)](#)
[Cancel All Bookings](#)

Payment

Pay for each course as instructed below.

Booking APMP Practitioner

Exam Location	Online
Exam Expiry Date	15-APR-2022

Upload a voucher

If you have been given a voucher/corporate membership code, please enter it here.

Enter a Voucher or Corporate Membership code

Voucher/Corporate Membership expiry date

[Send Voucher/Corporate Membership](#)

Balance to Pay: GBP

[Back to Your Details](#) [Pay By Card](#)

Once you have either entered and sent a voucher, or completed the card details page, the following page will appear. Please check all the details are as you expect and then click 'Confirm Bookings':

Voucher code provided for APMP Practitioner

① Choose Exam
» ② Book Exam
» ③ Your Details
④ Make Payment/Add Voucher

[» Basket \(1\)](#)
[» Cancel All Bookings](#)

Payment

Pay for each course as instructed below.

Booking APMP Practitioner

<i>Exam Location</i>	Online	<i>Voucher uploaded</i>	
<i>Exam Expiry Date</i>	15-APR-2020	Voucher/Corporate Membership Code APMPC-1111-APMP-PR-943LHHY7 Voucher/Corporate Membership expiry date 15-APR-2020	
	GBP	Delete Voucher/Corporate Membership >	

<i>Total</i>	GBP
<i>Voucher deductions:</i>	GBP
<i>Balance to Pay:</i>	0.00 GBP

< Back to Your Details
Confirm Bookings >

The booking confirmation page will then appear:

Booking confirmation

Thank you for booking your exam(s) with APMG. An email has been sent to trudyuatmarlin+archibald@gmail.com to confirm your booking(s).

Your exam bookings are not finalised until your vouchers have been checked by our staff and you have received verification emails.

Exam details for APMP Practitioner (2015)

<i>Name</i>	Nobody Test User Non APMGU7-3
<i>Exam</i>	APMP Practitioner
<i>Location</i>	Online
<i>Expiry date</i>	26-OCT-2019
<i>Fee</i>	GBP
<i>Paid by</i>	Voucher
<i>Booking Reference</i>	PB-9897983341

Done >

5. You will then receive a confirmation email with further instructions to schedule your exam

This is the final stage of the process, please click Done and you will be returned to the Exam Booking page. You will then shortly receive emails guiding you through the process of taking your exam.

Should you encounter any problems booking your exam, please contact APMG customer services:

CustomerService@apmgroup.co.uk / +44 (0)1494 452450