

PRINCE2® FOUNDATION EXAM CANDIDATE GUIDANCE

1 INTRODUCTION

- 1.1 The objective of the examination is to enable a candidate to demonstrate an understanding of the PRINCE2 principles, processes, themes, techniques and roles. The Foundation exam uses objective test questions which require a candidate to choose a response to a question from a set of choices, only one of which is correct.
- 1.2 The following paragraphs explain the format of the question papers, and the different styles of question asked. There are also some suggestions on how to approach answering the various styles of question.

2 STRUCTURE OF THE PAPER

The examination paper consists of:

- 2.1 A Question Booklet which contains 75 questions - 70 exam questions and 5 trial questions - each covering a different syllabus topic. Each of the 70 questions is worth 1 mark, but the trial questions are not scored. The use of trial questions enables new questions to be trialled without affecting candidates' marks. The pass mark is 35. You are expected to answer all questions. There will be no indication of which questions are exam questions and which are trial.
- 2.2 The Answer Sheet on which your answers must be given. There will only ever be **one answer** to each question. If more than one answer is given in the answer sheet the response line will be void and will attract no marks. Marks are not subtracted for incorrect answers.

3 PRINCE2 SYLLABUS AREAS ADDRESSED

The exam consists of 75 questions in total which cover all 15 areas of the PRINCE2 Foundation syllabus. The full PRINCE2 syllabus is available from the APM Group or from your Accredited Training Organisation.

4 STYLES OF QUESTION

There are a number of different test styles used within the paper. All test styles are based on the selection of the correct answer from a choice of 4 options.

The test styles are:

4.1 Standard

Which individual role is ultimately accountable for the project?

- a) Executive
- b) Project Manager
- c) Senior Supplier
- d) Senior User

4.2 **Negative**

Which is **NOT** one of the key elements to balance when defining management stages?

- a) The availability of the Project Board
- b) How far ahead in the project it is sensible to plan
- c) The amount of risk within a project
- d) How confident the Project Board and Project Manager are in proceeding

4.3 **Missing Word**

Identify the missing words in the following sentence.

The reasons for undertaking the project must drive the [?] and should be used to continually align the project progress to the business objectives.

- a) delivery strategy
- b) decision making
- c) benefits management strategy
- d) tolerance approach

4.4 **List**

When reviewing the status of a Work Package, what does the Project Manager look at?

1. Checkpoint Reports
2. Business Case
3. Quality Register
4. Team Plans

- a) 1, 2, 3
- b) 1, 2, 4
- c) 1, 3, 4
- d) 2, 3, 4

5 **EDITORIAL NOTES**

5.1 Throughout the exam, title case has been used for all references to PRINCE2 themes, processes, defined management products and proper nouns

5.2 **Uses of “should”, “will” and “must”**

“should” - is used to express “obligation”: something that is good or important or recommended. It is less strong than must and is used to test whether something should occur because it is consistent with the principles and recommended practices of PRINCE2.

“must” is used when talking about something that is “necessary” or “has” to occur, i.e. something that is mandatory.

“will” and “is” are used to express something definite or indisputable facts about PRINCE2, e.g. to describe generic facts about the PRINCE2 products, processes, themes and techniques, e.g. *“The acceptance criteria are documented in the Project Product Description*

5.3 Uses of 'Which' and 'What'

'What' in English is used where there is a definitive answer that is not dependent on the list of options presented i.e. you could answer the question without even seeing the options. 'Which' in English is used where there is more than one possible answer to a question and candidates are required to select from the options provided i.e. 'Which of the following...'

6 TIME MANAGEMENT

The exam is 60 minutes in duration. Candidates must manage their time in order to complete all questions. All 75 questions should be attempted. If candidates wish to write their answers on the question paper first, they must be aware of the additional time needed to complete the answer sheet. Only answers submitted on the answer sheet provided will contribute to the result.

No support material is permitted. This is a closed book exam.

7 USING THE ANSWER BOOKLET



The Answer Booklet will be read electronically and the results generated by computer. It is therefore essential that candidates follow the instructions given and mark their answers accordingly. Failure to do so may lead to delay and, in some cases, answers being void.

All answers are given by the candidate filling in 'ovals' that relate to their chosen response, e.g.

	A	B	C	D
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

The oval must be filled in **IN PENCIL, NOT PEN**. If a pen is used, the answers will not be marked.

Acceptable ways to complete the answer sheets are either:

 completely filling in the oval or  drawing a line through the centre of the oval, ensuring between 80-100% is filled.

Any other method, including ticks or crosses, is not acceptable and may not be marked.

If a candidate wishes to change their answer during the exam, the incorrect answer should be erased completely and the correct answer indicated. If more than one answer is given by the candidate, the question will score zero.

8 USING THE SAMPLE EXAM PAPER RATIONALE

The APM Group has developed Sample Exam Papers to aid candidates in preparing for the examination. With each Sample Exam Paper, there is an accompanying rationale document which provides an explanation as to why each answer is correct / incorrect, along with a section reference from the PRINCE2 manual showing where the learning outcome is supported.

For 'List' style questions, the rationale for each option contains a reference to the item in the question stem which the option omits, followed by a reason for the option being a correct or incorrect answer.