Guide to booking APMP Practitioner Level Public Exams
GUIDE TO BOOKING APMP PRACTITIONER LEVEL PUBLIC EXAMS

This guide is intended to help any public candidate book their Practitioner level new style OTE examination via APMG’s Public Exams booking system.

Before beginning the candidate will need both their APMP membership number and foundation level Candidate ID.

Starting from the apmg-international.com website, select the ‘Public Exams’ option from the ‘All APMG platforms’ drop-down:
This will take you to the following screen:
The exam you wish to take can be selected from the menu on the left-hand side of the page – in this case click APMP Practitioner (2015) to continue.

This will show you the exam you have selected, the price in GBP the details and (on a separate tab) our terms and conditions:
Once you are happy you have the correct exam click the ‘Book new exam’ button.

The following screen will confirm again which exam you have selected, and then give any Exam Language options within the drop down (English is the only language available at present). Click ‘Add Online Exam to Basket’.
The following screen will show the title of the exam and the expiry date for taking it (by default this is one year from the date of booking). Click continue:

The next screen will require your details, and pre-requisite information for the examination.
Please note that the name you use here MUST be the same as the name associated with your membership number with APMP (i.e. if you have married/divorced/changed your name by deed poll 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).

Your Details

Mandatory Membership

If you are an APMP member, please fill out your membership ID and your last name and we will verify your details. APMP Membership is mandatory to purchase this exam. You may only make a booking under the surname and member number with which you are registered. You will not be able to change your surname after verifying your membership.

If you do not have your APMP Membership credentials or if you have questions about your membership credentials, please contact your membership provider or renew to purchase this exam.

Look Up Your Details

If you have booked here before, enter your email address to be sent a link that will enter your candidate details for you. If you have not booked an exam with APMG before, please move straight to the Personal Details section.
You may use the ‘Look up Your Details’ option if you have sat other exams through APMG via the Public booking system. (If you have sat via the old system and have an APMP/ candidate ID the system will not be able to look you up.)

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

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**Personal Details**

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

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The next section requires you to enter your Foundation 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):

**Booking APMP Practitioner (2015)**

*Exam duration: 150 minutes*

**APMP Practitioner (2015) Prerequisites**

To complete your booking, it is a mandatory requirement of the scheme to have passed all required prerequisites before purchasing this exam. Please provide your candidate ID for the prerequisite 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 (2015)

- **Candidate ID for prerequisite courses**

**APMP Practitioner (2015) 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 and our Data Protection Statement:

**APMP Practitioner (2015) 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 (2015) methodology and/or other literature publicly available.
  - Any kind of training purchased from an accredited training organisation:
    - None

**APMP Practitioner (2015) Confirmation and Data Protection**

**Online Exam**

1. **DATA PROTECTION STATEMENT**

APMG complies with all relevant and current DPA laws within all countries of operation.

Under the rules of our accreditation by UKAS, APMG is obliged to hold a list of the candidate number, date of exam and candidate name for all successful candidates. If you pass the exam, this information will be added to our website. Other than this stated use, all personal data provided by you and details of your exam score will be held in confidence by APMG and will only be used to develop and improve our accredited training and exam processes. In no circumstances will APMG either sell or pass on contact details to a third party other than the scheme owner. The name and candidate number of successful candidates will be posted on the APMG website at www.apmg-international.com approximately 2-3 weeks after their release to training organisations (if applicable) and candidates. APMG will not be held liable should the website be incomplete. Please contact APMG should you think any records are incomplete.
At the bottom of the Confirmation and Data Protection statement you will find the Terms and Conditions box which MUST be ticked. Once ticked click 'Continue':

exam rules and regulations (the exam regulations); AND that, in the event of my non-compliance with any of the exam regulations, my exam result will become void and my exam fee will NOT be refunded. Furthermore, in the event of my non-compliance with any of the exam regulations, I hereby agree that details relating to my identity and the reasons for my non-compliance with the relevant exam regulations can be disclosed to APMG’s Accredited Training Organisation (ATO) where the exam in question has been ordered through them.

I have read and accept the terms and conditions above.

Continue
The following page will give you the expiry date and cost of your examination, together with the option to use a voucher code to pay for it if you have been given one, either by your training organisation or APMP. If you do not have a voucher you will need to pay by card or using iDEAL.
If you have a voucher code add it in the box and click ‘Send Voucher/Corporate Membership’ button, otherwise click Pay by Card or Pay by iDEAL.

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’.
The booking confirmation page will then appear:

![Booking confirmation screen](image)

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