

IPMA»

international
project
management
association



CANDIDATE GUIDANCE NOTES

IPMA Level D: Certified Project Management Associate

This document provides candidates with guidance on the processes involved in obtaining the qualification.

Level definition:

Knowledge of the competence elements related to project management.

The qualification is a two-stage process:

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| Stage one is the application stage. |
| <ul style="list-style-type: none">■ Application■ Self-assessment form |
| Stage two is the assessment itself. |
| <ul style="list-style-type: none">■ Exam: One-hour multiple choice and two-hour short answer exam. |

Application form and supporting information

Candidates will need to provide the following information:

- Personal contact details
- Qualifications undertaken
- Professional activity
- CPD log
- Reference declaration
- Applicant declaration

Self-assessment

Candidates are required to complete the self-assessment form, indicating in the right hand column which of the Assessment Criteria they think they have knowledge of.

It is recommended that if a candidate indicates they do not have knowledge against two or more of the Assessment Criteria per Learning Outcome it is suggested that they re-consider applying for this level at the current time. More information can be found on the self-assessment forms.

Qualification overview:

Candidates must pass both papers to achieve this qualification, they will then have 18 months to complete the qualification from when the first examination was taken. Each paper may be taken separately, and in any order.

Examination process:

1-hour examination – multiple choice questions

- This is a multiple-choice examination which contains 60 compulsory questions
- A form will be provided for answers
- Each correct answer scores one mark
- Candidates must ensure they answer all questions
- No deductions are made for incorrect marks

2-hour examination – short written answers

- This is a short written answer examination
- 12 out of 14 questions need to be answered

Examination scores

Multiple choice examination:

Papers are automatically marked using Optical Mark Recognition (OMR) software, one mark is allocated for each question answered correctly. All questions must be answered.

Short written answer examination:

- Each question is worth five marks
- Candidates must score at least one mark in each question answered
- If a candidate answers fewer than 12 questions, the unanswered questions will score a zero and the exam will be a fail
- If a candidate answers more than 12 questions, the marker will only mark the first 12 answered

Your results:

All candidates will receive results information which will indicate whether the required standard has been met or whether a candidate is not yet competent. If the candidate is deemed to be not yet competent the feedback provided will highlight areas of development that can be addressed before any potential re-take or re-assessment.

The multiple-choice section of the qualification is a pass/fail percentage mark only. For the short-written answer examination we provide scores for all questions answered. If a candidate is deemed to have passed the short written answer assessment stage but fail a question, feedback for that question will still be provided.

Important information

For further information on exam regulations, pass marks and special arrangements for this qualification, please visit the FAQ's section on our website.

TOP TIP!

Results for each stage of the qualification will be sent via email, with any applicable feedback attached.