CP³P PREPARATION & EXECUTION EXAM CANDIDATE GUIDANCE

1 INTRODUCTION

1.1 The CP³P **Preparation** Practitioner examination is intended to assess the knowledge and skills that demonstrate proficiency in applying and analysing the PPP Framework and PPP project identification, screening, appraisal and preparation processes in a given context described in a scenario.

1.2 The CP³P **Execution** Practitioner examination is intended to assess the knowledge and skills that demonstrate proficiency in applying the structuring and drafting process to PPP tender documents and the PPP contract, the tendering and awarding of PPP contracts, and the management of PPP contracts during the Construction and Operations Phases described in a scenario.

1.3 The Practitioner exam uses objective test questions that require a candidate to choose a response to a question from a set of choices, only one of which is correct except where clearly stated (ref 4.2).

The following paragraphs explain the format of the question papers, and the different types of question asked. There are also some suggestions on how to approach answering the various types of question.

2 STRUCTURE OF THE PAPER

The examination paper consists of three booklets.

2.1 The Scenario Booklet will contain one scenario providing a description of the organization, the business rationale for the project and the project objectives. The Scenario Booklet may also provide additional information for one or more of the four questions. Where additional information is to be used, this is clearly stated in bold within the question. **Additional information is only to be used for the question to which it relates**.

If there is no reference to additional information or the Scenario within a question, then candidates should answer the question using only the information contained within the question. **In this case, the Scenario provides the background and context to the overall project but not the facts required to answer the question.**

2.2 The Question Booklet will contain four questions, each covering a different syllabus area which will be clearly identified at the beginning of each question. Each of the four questions contains 20 question lines, each of which attracts 1 mark, giving a total of 80 marks. The pass mark is 40 (50%). Each of the four questions will be sub-divided into parts. Each of the 'part-questions' will identify the portion of the 20 marks allocated to it. Candidates are expected to answer all questions and part-questions.

2.3 The Answer Booklet will contain the answer sheets on which the answers must be given. There will only ever be **one answer** to each question unless it is clearly stated otherwise within the question. If more than one answer is given in the answer booklet, but not required by the question, the response line will be void.

3 SYLLABUS AREAS ADDRESSED

The CP³P Foundation qualification covers the Introduction and Overview syllabus area and is a prerequisite for both of the CP³P Practitioner qualifications. The CP³P Practitioner qualification is split into two examinations, the Preparation Practitioner and the Execution Practitioner.

The CP³P Practitioner syllabus contains 8 syllabus areas covering the establishment of a PPP framework, project identification and screening, project appraisal, structuring and drafting the tender and contract, tendering and awarding the contract, and contract management during construction and operations.

The table below shows how the CP³P Practitioner syllabus areas will be combined/split in the examination questions:

Syllabus Area Code	Syllabus Area Title
CP³P Preparation Practitioner	
EF	Establishing a PPP Framework
IP	Project Identification and PPP Screening
AP	Appraising PPP Projects
SC	Structuring and Drafting the Tender and Contract
CP³P Execution Practitioner	
SC	Structuring and Drafting the Tender and Contract
TA	Tendering and Awarding the Contract
CM	Contract Management
CC	Contract Management and Construction
OM	Contract Management and Operations

The Structuring and Drafting the Tender and Contract (SC) syllabus area will be split and examined in both the Preparation and Execution Practitioner examinations for continuity. The PPP syllabus shows how the topics are split between each qualification.

Within the PPP Execution Practitioner, the Contract Management syllabus area (CM) will be combined with both the Contract Management and Construction (CC) and the Contract Management and Operations (OM) questions. The full PPP syllabus is available from the APM Group or from an Accredited Training Organization.

4   TYPES OF QUESTION

There are five different types of question used within the paper.

4.1   **Classic Multiple Choice** – 'choose **one** from a list of possible options'. The correct response is to be selected from a list of 3 or 4 options.

Using the additional information provided in the *Scenario Booklet,* answer the following question.
What does the screening of the project show?

    A   The project aligns with the plan for the sector.

    B   The revenues from the project are NOT sufficient to cover its costs.

    C   The project is unsuitable to be developed as a PPP.

    D   The project meets PPP program objectives.

4.2   **Multiple Response** – 'choose two correct options from a list of 5 options'. This question follows exactly the same format as the 'Classic style', but more than one answer is required. It is the **only question type that requires more than one response to gain a mark**. Both responses must be correct to gain a mark. If more or fewer than 2 responses are given, then the answer will be void.

Answer the following question(s) about oversight of the PPP program.
Remember to select 2 answers to each question.

1	Which **2** roles should be performed by the **legislature** to ensure good governance of the PPP program?
	A Set rules on how the PPP will be developed and implemented.
	B Audit the decision-making processes for compliance and probity.
	C Review the governments' effectiveness and efficiency.
	D Limit the total PPP fiscal commitment.
	E Monitor contractor performance.

4.3 **Matching – '**link items in one list to items in a second list'. There is **only one correct response** to each question, but options from the second list may be used once, more than once or not at all.

Column 1 is a list of key decision criteria to be met across the PPP process. For each key decision criteria in Column 1, select from Column 2 the process in which it should be met. Each selection from Column 2 can be used once, more than once or not at all.

	Column 1		Column 2
1	All significant risks can be identified and allocated to the most appropriate party.	A	Identify projects and screening
2	The project is economically feasible.	B	Appraise the project
3	The project is economically viable and fiscally responsible.	C	Structure the procurement process and project contract
4	Qualified private partners have been given ample opportunity to express their interest and develop proposals.	D	Tender and award
		E	Manage the contract - construction, service delivery and hand back

4.4 **Matching Sequencing –** 'position events in a sequence'. The example below demonstrates a Sequencing question based on the Matching type question.

Consider the activities required to carry out a Cost Benefit Analysis listed in Column 1 and identify the sequence in which they should take place. Match your answer to the options provided in Column 2.

	Column 1		Column 2
1	Qualify unvalued benefits.	A	First activity
2	Identify relative price adjustments and bias/risk adjustments.	B	Second activity
3	Define list of positive and negative externalities.	C	Third activity
4	Identify shadow prices and opportunity costs.	D	Fourth activity
5	Incorporate risk and uncertainties.	E	Fifth activity
6	Calculate eNPV.	F	Sixth activity

4.5 **Assertion Reason Classic** - ''determine whether the statement is true or false, and if it is true – why it is true'. The correct response is to be selected from a list of 4 options.

Using the Scenario, answer the following questions about the proposed oversight and transparency of the Government's PPP Program.

Decide whether the statement in each question is true and, if true, select the reason which explains why that statement is true.

1	The Government's Supreme Audit Entity will be required to approach the project companies to directly audit them during contract management
	A The statement is FALSE.
	B The statement is TRUE, because supreme audit entities assess a government's effectiveness and efficiency.
	C The statement is TRUE, because supreme audit entities assess a government's decision-making processes for compliance and probity.
	D The statement is TRUE, because supreme audit entities assess companies in which the Government has an investment.

5   LEARNING LEVELS

Part-questions will vary in their level of difficulty depending on the learning objective of the test. The learning levels are shown below.

PPP Learning Outcomes Assessment Model				
	1.Knowledge	**2. Comprehension**	**3. Application**	**4. Analysis**
Generic Definition from APMG Learning Outcomes Assessment Model	Know key facts, terms and concepts from the manual/guidance	Understand key concepts from the manual/guidance	Be able to apply key concepts relating to the syllabus area for a given scenario	Be able to analyse and distinguish between appropriate and inappropriate use of the method/guidance for a given scenario situation
PPP Learning Outcome Assessment Model	Recall PPP Guide terms and key facts about concepts, roles, principles, model types and approaches relating to PPP project finance.	Understand the PPP Guide concepts, roles, principles, model types and approaches relating to PPP project finance	Apply PPP guidance to PPP project finance for a given scenario.	Differentiate between appropriate and inappropriate use the PPP Guide within the context of a given scenario.

Within a question, the part-questions will be assembled in order of ascending learning level.

Knowledge and comprehension (learning levels 1 and 2) are dealt with in the Foundation examination. The Practitioner examinations focus on application and evaluation (learning levels 3 and 4). Within the Practitioner examinations there may be a maximum of 10 (out of 80) marks allocated to comprehension (learning level 2) providing a link between the foundation and practitioner level.

6   TIME MANAGEMENT

The exam is 150 minutes in duration. Candidates must manage their time in order to complete all questions. As a general guide, candidates may wish to spend the first 5 minutes reading the scenario information and getting familiar with the layout of the paper. If 35 minutes is then allocated for each of the four questions, this will allow 5 minutes tolerance for additional reading required for some questions. This suggested timing is for **guidance only**. It is expected that some questions may take longer to answer than others due to the question styles and use of additional information.

Reference to the candidates own annotated PPP Guide is permitted during the exam. **No additional support material** is permitted; this includes post it notes (other than tabulation of the sections of the manual) and stapled sheets. Candidates should be aware of the time constraint upon them. Whilst the manual is there for support, as in real life, the time pressure of the exam means that the questions **have not been designed** on the basis that candidates are required or even expected to use the manual to answer questions. Its use is optional. As a guide, a candidate might check the manual once or twice in an exam for a specific point but any more than that is likely to be counter-productive and is not advised.

7   EDITORIAL NOTES

7.1   Throughout the Scenario Booklet and Question Booklet, title case has been used for all references to PPP phases, processes, defined products and proper nouns.

7.2   Uses of "should", "will" and "must".[1]

"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 be done in a scenario situation because it is consistent with the principles and recommended practices of PPPs.

Consider the following statement, "*The project **should** be delivered as a PPP*"

Given the scenario information provided, the project may or may not be suitable for delivery as a PPP. Use of "should" requires the reader to evaluate this.

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

"will" and "is" however are used to express something definite or indisputable facts about PPPs, e.g. to describe generic facts about the PPP processes and techniques, e.g. "*The asset will be shown on the governments balance sheet*".

7.3   Use of 'true statements'

	Each of the following questions includes **true statements** about the project but, only **2** statements are appropriate entries for that heading of the Business Case
1	Which **2** statements should be recorded under the **Costs** heading?
	A The project will be funded by the private partner.
	B No project cost information can be provided until the Project Plan has been approved.
	C Project costs are estimated to be a total of €26 million.
	D The cost of printing and distribution will be recorded in the Production Cost Forecast.
	E 10 further orders with an average profit of €2,000 will deliver a benefit of €20,000 in the first year.

When the expression **'true statements'** is used in a question, **no evaluation of whether the statements are consistent with the scenario or additional information is required.**

In example 7.3 there is no need in option A and C to check the scenario to see if the project is being funded by the private partner or that the costs are €26 million. As it is known from the question header that the statement is true, the assessment required is whether, according to the recommended content of a Business Case, the "Costs heading" is the correct place for recording this information.

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[1] *Definitions are derived from Michael Swan's 'Practical English Usage'*

8   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.

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:

⬛ completely filling in the oval or ⬛ drawing a line through the centre of the oval, ensuring that 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, and the question only requires one answer, the question will score zero.

9   USING THE ONLINE EXAMINATION SYSTEM

9.1   Sample papers are available to take online should you wish to experience the examination system prior to the live examination. Please see https://sampleexams.apmg-international.com/Marlin/SamplePapers.aspx for more details.

10   USING THE PROCTORU SYSTEM

10.1   If your examination will be invigilated through our partners at ProctorU, please ensure that you are using a device to which you have administrator rights and meets the system requirements. Please run the system checks on the device you plan to use prior to the examination starting to ensure it meets the requirements and avoid issues on the day of your examination. Please see further information at https://www.proctoru.com/portal/apmg-international

11   REQUESTING EXAMINATION ADJUSTMENTS

11.1   If you have any access or support requirements which mean you would like to make an adjustment request to enable you to take the examination, please do so in advance of the examination session. Please speak to your ATO or see our Equality Policy at https://apmg-international.com/copyright-legal-policies for further information.