Booking a CP³P Exam
For candidates who have self-studied
APMG CP³P examination steps

• Purchase exam from APMG  
  – You may have received a voucher from your employer which you can redeem via the website
• Register via APMG Candidate Portal
• Book exam date & time
• Test your equipment
• Practice on sample exam paper
• Connect to the proctor, via Candidate Portal
• Take exam
• Access results, e-certificate and digital badge via Candidate Portal
https://ppp-certification.com/
Click here to register for the Foundation exam

Select the exam language & add to basket
Confirm your selection

You have reserved the following online exam:

<table>
<thead>
<tr>
<th>Product</th>
<th>Expiry Date</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified PPP Professional Foundation (1)</td>
<td>11-APR-2019</td>
<td></td>
</tr>
</tbody>
</table>

- Reserve another exam
- Continue
Enter your personal details

Your Details

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.

Your email address

Personal Details

Required fields are marked with an asterisk (*)

Title *
First name *
Surname *
Email *
Address line 1 *
Address line 2
Address line 3
Town *

Find me >
Confirm how you have prepared for the exam

Choose all applicable *

- The Manual and/or any other reference material bought independently from APMG-Business Books or other bookshops.
- Internet references to the Certified PPP Professional Foundation (1) methodology and/or other literature publicly available.
- Any kind of training purchased from an accredited training organisation:
  None
Candidates entering any examination with The APM Group (APMG) agree to be bound by the Terms and Conditions contained herein:

1. Code of behaviour from Candidates

APMG will award a Certificate to candidates who:

i) Have successfully achieved sufficient marks to pass the Foundation Examinations;
ii) Have successfully achieved sufficient marks to pass the Intermediate Examination (where applicable);
iii) Have successfully passed the Foundation Examination to be able take the Practitioner Examination, if verification is provided;
iv) Agree to the APMG Group Ltd terms of certification as detailed in these Terms and Conditions.

Certification does not allow the use of any Trade Mark or Logo associated with the certification scheme or associated products and schemes. Should the candidate misuse any certificate, Trade Mark or Logo associated with any of the certification schemes appropriate action will be taken to resolve the case and prevent recurrence. Serious and/or continuous misuse will give rise to certificates being withdrawn and legal action being taken as appropriate.

2. Surveillance Monitoring (if applicable)

At a minimum of three, and a maximum of five years after initial certification, where applicable, Registered Practitioners are required to sit and pass the Re-registration examination in order to retain certification as a Registered Practitioner. The Re-registration examination is to a similar standard as the Intermediate & Practitioner examination but is a shorter version.

3. Special Allowances

APMG has a Disability Policy, which is available on the website on the Candidate Disability Policy page. The Disability Policy explains the arrangements in place to provide assistance to candidates for equal access to all.

4. Complaints (if applicable)

APMG requires all Registered Practitioners to keep a record of complaints made against them within the scope of their certificate of competence. Such complaints are to be notified to APMG. The record of complaints will be subject to audit at the time of Re-Registration Examination. Such complaints about a Registered Practitioner if received by APMG in the absence of notification by the Registered Practitioner concerned may result in suspension or
Payment Option 1 – Pay by credit card

Payment
Pay for each course as instructed below.

Booking Certified PPP Professional Foundation (1)

Exam Location: Online
Exam Expiry Date: 11-APR-2019

320.00 GBP

Balance to Pay: 320.00 GBP

Pay By Card
Pay By iDEAL
Payment Option 2 – Upload your voucher

Payment
Pay for each course as instructed below.

Booking Certified PPP Professional Foundation (1)

Exam Location: Online
Exam Expiry Date: 11-AUG-2019
320.00 GBP

Upload a voucher
If you have been given a voucher for booking your exam, please upload it here:

Select Voucher file: [Choose File] No file chosen

Or enter a voucher code
Voucher expiry date: 11/04/2019

Balance to Pay:
320.00 GBP

Pay By Card
Pay By iDEAL
Check your email

• An email will be sent to the email address provided in the ‘Your Details’ section
  – Contact help@apmg-international.com if your email does not arrive within 24 hours. Check your spam/junk mail folder first.

• Click on the link in the email to register for your exam in your Candidate Portal

• Check your personal details are correct and select your preferences:
  – How you would like your name to appear on the exam certificate
  – If you would like your name to be included on the APMG Successful Candidate Register: https://apmg-international.com/successful-candidates
  – If you would like to be contacted by APMG
  – If you would like to be contacted by the scheme owner (World Bank Group)
Select your language

- You can change the language of the Candidate Portal
  - Click on the language box in the top right-hand corner.
  - This does **not** change the language of the exam
Your exam details are displayed:

- Exam name and level
- Exam language
- Expiry date

Click on the ‘Next’ button
Select your exam date and time

ProctorU Exam Instructions

APMG International is proud to offer you the opportunity to take your exams at home with online proctoring.

1. Schedule your exam

<table>
<thead>
<tr>
<th>April 2018</th>
<th>Time Slots for Wednesday 11 Apr 2018 (times are local to your timezone: UTC+01:00 BST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 01</td>
<td>8:00 AM 8:15 AM 8:30 AM 8:45 AM 9:00 AM 9:15 AM 9:30 AM 9:45 AM 10:00 AM 10:15 AM 10:30 AM 10:45 AM</td>
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<tr>
<td>Mon 02</td>
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</tr>
<tr>
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<tr>
<td>Wed 04</td>
<td>4:00 PM 4:15 PM 4:30 PM 4:45 PM</td>
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<tr>
<td>Thu 05</td>
<td>5:00 PM 5:15 PM 5:30 PM 5:45 PM</td>
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<tr>
<td>Fri 06</td>
<td>6:00 PM 6:15 PM 6:30 PM 6:45 PM</td>
</tr>
<tr>
<td>Sat 07</td>
<td>7:00 PM 7:15 PM 7:30 PM 7:45 PM</td>
</tr>
<tr>
<td>Sun 08</td>
<td>8:00 AM 8:15 AM 8:30 AM 8:45 AM 9:00 AM 9:15 AM 9:30 AM 9:45 AM 10:00 AM 10:15 AM 10:30 AM 10:45 AM</td>
</tr>
<tr>
<td>Mon 09</td>
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<tr>
<td>Tue 10</td>
<td>2:00 PM 2:15 PM 2:30 PM 2:45 PM 3:00 PM 3:15 PM 3:30 PM 3:45 PM</td>
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<tr>
<td>Wed 11</td>
<td>4:00 PM 4:15 PM 4:30 PM 4:45 PM</td>
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<tr>
<td>Thu 12</td>
<td>5:00 PM 5:15 PM 5:30 PM 5:45 PM</td>
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<tr>
<td>Fri 13</td>
<td>6:00 PM 6:15 PM 6:30 PM 6:45 PM</td>
</tr>
<tr>
<td>Sat 14</td>
<td>7:00 PM 7:15 PM 7:30 PM 7:45 PM</td>
</tr>
</tbody>
</table>

www.apmg-international.com
Your exam booking

• Add your exam date and time to your calendar (Outlook, iCal or Google calendar)

![Schedule your exam](image.png)

1. Schedule your exam

   ✔ Your exam: Friday 22 Jun 2018 10:30 PM. Duration (in minutes): 75
   (time is local to your timezone: UTC+01:00 BST)

   ![Add To Calendar](image.png)

   ![Reschedule Exam](image.png)

• You can reschedule your exam date and time via the Candidate Portal at no cost

You should log on to the Candidate Portal at least 15 minutes before your exam start time

- [https://candidateportal.apmg-international.com](https://candidateportal.apmg-international.com)
Before your exam

• Test your equipment

• Please ensure that you have a wired internet connection for the exam. We do NOT recommend taking the exam using a wireless (wi-fi) connection.

• Read the Candidate Checklist:
  • You will need to show your photo ID
  • You will need to show the proctor a scan of the room
    • You must be the only person in the room
  • You cannot use headphones
Practice Exam Paper

• You can practice on a sample paper (the link is at the bottom of the page)

https://candidateportal.apmg-international.com
Additional requirements

Before your exam, please contact APMG if you wish to change the language of your exam, your exam language is shown in the Candidate Portal.

- **Foundation** exam: 40 minutes; closed book, no breaks allowed
- **Preparation** exam: 2.5 hours; open book (PPP Guide only), one break allowed
- **Execution** exam: 2.5 hours, open book (PPP Guide only), one break allowed

If a break is allowed, please be aware that the additional time (10 minutes) is added to the exam duration; time will not stop during a break
How to contact APMG

• For technical assistance: help@apmg-international.com

• Telephone (24 hours a day, 7 days a week):
  – UK - 01494 452 450
  – US - 1-855-773-3403
  – AU - 1800 170 920
  – CA - 1-855-898-0575
  – BR - +55 11 3172 5558
  – All Other Countries +44 (0) 1494 452 450

• Select option 3

• All other queries: servicedesk@apmgroup.co.uk
How to start your exam

• Log in to the candidate portal approx. 15 minutes before the start of your exam
  – https://candidateportal.apmg-international.com
• Click on ‘Next’
• Click on ‘Connect to your proctor’
• The proctor will request permission to access your computer
• The proctor will need:
  – To see your photo ID
  – You to show them the room, using your webcam
Before starting the exam

If you have any concerns, please do not start your exam and contact APMG directly:

- US - 1-855-773-3403
- AU - 1800 170 920
- CA - 1-855-898-0575
- BR - +55 11 3172 5558
- UK & all other countries: +44 (0)1494 452 450

If necessary, your exam date and time can be rescheduled free of charge.
After the exam

• Your provisional result will be displayed on-screen
• Formal confirmation of your result will be emailed to you within 2 working days
• In your Candidate Portal, you can:
  – View your result
  – Download your e-certificate
  – Share your success via social media
  – Create a digital badge
Claim your APMG digital badge in 3 EASY steps...

1. Create my badge in the APMG Candidate Portal

2. Accept my badge in Acclaim

3. Share my success

#ShareYourSuccess

www.apmg-international.com
Good luck in your exam
Connect with us....

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