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## **Managing Benefits™**



# **Foundation Candidate Guidance**

*August 2014*

## **1 INTRODUCTION**

- 1.1 The objective of the examination is to enable you to demonstrate an understanding of the *Managing Benefits* principles, practices, techniques, roles and documentation. The Foundation exam uses objective test questions, which require you to choose a response to a question from a set of choices, for which the correct answer is pre-determined.
- 1.2 The following paragraphs explain the format of the question papers, and the different styles of question asked. Some suggestions on how to approach answering the various styles of question are also included.

## **2 STRUCTURE OF THE PAPER**

The examination paper consists of:

- 2.1 A Question Booklet that contains 50 questions. Each question covers a different syllabus topic and is worth 1 mark. The pass mark is 25.
- 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 MANAGING BENEFITS SYLLABUS AREAS ADDRESSED**

The exam consists of 50 questions in total that cover all areas of the *Managing Benefits* Foundation syllabus. The full *Managing Benefits* 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 is a practice in the Benefits Management Cycle?

- a) Management by exception
- b) Start with the end in mind
- c) Value management
- d) Review

### **4.2 Negative**

Which is **NOT** a technique that can be used facilitate assessment of strategic contribution?

- a) Management by exception
- b) Root Cause modelling
- c) Balanced Scorecard
- d) Service Profit Chain

### **4.3 Missing Word(s)**

Identify the missing words in the definition of a benefit.

The measurable improvement resulting from [?] perceived as an advantage by one or more stakeholders.

- a) a project
- b) a capability
- c) an outcome
- d) a portfolio

## 5 EDITORIAL NOTES

### 5.1 General Presentation

Throughout the examination, title case has been used for all references to *Managing Benefits* defined management products (documents), roles and proper nouns. Techniques are identified by the use of single quotes around the expression where it would otherwise not make sense e.g. 'management by exception'.

### 5.2 Uses of “should” 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 *Managing Benefits*.

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

## 6 TIME MANAGEMENT

The exam is 40 minutes in duration. You must manage your time in order to complete all questions. All questions should be attempted. If you wish to write your answers on the question paper first, you must be aware of the additional time needed to transfer the answers to the Answer Sheet. Only answers correctly submitted on the Answer Sheet will contribute to the result.

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

## 7 USING THE ANSWER SHEET

- 7.1 The Answer Sheet is read electronically and the results generated by computer. It is therefore essential that you follow the instructions given and mark your answers accordingly. Failure to do so may lead to delay and, in some cases, answers being void.
- 7.2 Record your candidate number in the footer at the bottom of the page and also in the 6 boxes at the top right. Fill in the associated ovals next to the 6 boxes as shown in the example below for candidate 023514.

Candidate Number

0	<input checked="" type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="radio"/>	6	<input type="radio"/>	7	<input type="radio"/>	8	<input type="radio"/>	9	<input type="radio"/>	+		
2	<input type="radio"/>	0	<input type="radio"/>	1	<input checked="" type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="radio"/>	6	<input type="radio"/>	7	<input type="radio"/>	8	<input type="radio"/>	9	<input type="radio"/>	+
3	<input type="radio"/>	0	<input type="radio"/>	1	<input type="radio"/>	2	<input checked="" type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="radio"/>	6	<input type="radio"/>	7	<input type="radio"/>	8	<input type="radio"/>	9	<input type="radio"/>	+
5	<input type="radio"/>	0	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input checked="" type="radio"/>	5	<input type="radio"/>	6	<input type="radio"/>	7	<input type="radio"/>	8	<input type="radio"/>	9	<input type="radio"/>	+
1	<input type="radio"/>	0	<input checked="" type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="radio"/>	6	<input type="radio"/>	7	<input type="radio"/>	8	<input type="radio"/>	9	<input type="radio"/>	+
4	<input type="radio"/>	0	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input checked="" type="radio"/>	4	<input type="radio"/>	5	<input type="radio"/>	6	<input type="radio"/>	7	<input type="radio"/>	8	<input type="radio"/>	9	<input type="radio"/>	+

- 7.3 Select your answers by filling in ovals that relate to your 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"/>

7.4 Fill the oval in **IN PENCIL, NOT PEN**. If a pen is used, the answers may 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.

7.5 If you wish to change your answer during the exam, completely erase your original answer and mark your new answer. If there is more than one oval marked for an answer, the question will score zero.