

MoV® FOUNDATION EXAMINATION CANDIDATE GUIDANCE

1 INTRODUCTION

- 1.1 The objective of the examination is to enable you to demonstrate an understanding of the MoV principles, processes, techniques and roles. 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 which contains 50 questions. The pass mark is 25. Each question covers a different syllabus topic. Each question is worth 1 mark. You are expected to answer all questions.
- 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 MoV SYLLABUS AREAS ADDRESSED

The exam consists of 50 questions in total which cover all 8 areas of the MoV Foundation syllabus. The full MoV 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.

4.1 Standard

Which resources does the Value Ratio consider?

- a) Money and time only
- b) Money, time and quality only
- c) Money, people, time, quality and materials only
- d) Money, people, time, energy and materials only

4.2 **Negative**

Which is **NOT** one of the seven MoV principles?

- a) Align with organizational objectives
- b) Focus on deliverables and outputs
- c) Learn from experience and improve
- d) Tailor to suit the subject

4.3 **Missing Word**

MoV reconciles the views of different stakeholders to maximise value by [?] consensus on differing expectations

- a) brokering
- b) requiring
- c) preventing
- d) measuring

4.4 **List**

Which combination of the following criteria would influence the choice of weighting technique to use in an MoV Study?

1. Minimize the contributors ability to bias results
 2. Eliminate any measure of subjectivity
 3. Enable prioritization of Value Drivers
 4. Focus on guidance rather than establishing facts
- a) 1, 2, 3
 - b) 1, 2, 4
 - c) 1, 3, 4
 - d) 2, 3, 4

5 EDITORIAL NOTES

5.1 Throughout the exam, title case has been used for all references to MOV themes, processes, defined management products and proper nouns

5.2 **Uses of “should”, “will” 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 MOV.

“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. Candidates must manage their time in order to complete all questions. All N questions should be attempted. If candidates wish to write their answers on the question paper first, they must be aware of the additional time needed to complete the answer sheet. Only answers submitted on the answer sheet provided 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 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"/>

- 7.3 Fill the oval in **IN PENCIL, NOT PEN**. If a pen is used, the answers will 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.

- 7.4 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.

8 **USING THE SAMPLE EXAM PAPER RATIONALE**

The APM Group has developed Sample Exam Papers to aid candidates in preparing for the examination. With each Sample Exam Paper, there is an accompanying rationale document which provides an explanation as to why each answer is correct / incorrect, along with a section reference from the MoV guide showing where the learning outcome is supported.