

MSP® 2011 FOUNDATION EXAMINATION CANDIDATE GUIDANCE

1 INTRODUCTION

- 1.1 The objective of the examination is to enable a candidate to demonstrate an understanding of the MSP principles, governance themes, transformational flow processes, programme information and roles. The Foundation examination uses objective test questions which require a candidate to choose a response to a question from a set of choices, only one of which is correct.
- 1.2 The following paragraphs explain the format of the question papers, and the different styles of question asked. There are also some suggestions on how to approach answering the different styles of question.

2 STRUCTURE OF THE PAPER

The examination paper consists of:

- 2.1 A Question Booklet that contains 75 questions - 70 examination questions and 5 trial questions - each covering a different syllabus topic. Each of the 70 questions is worth 1 mark, but the trial questions are not scored. The use of trial questions enables new questions to be trialled without affecting candidates' marks. The pass mark is 35. A candidate is expected to answer all questions. There will be no indication of which questions are examination questions and which are trial.
- 2.2 The Answer Sheet on which answers must be recorded. 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 MSP SYLLABUS AREAS ADDRESSED

The examination consists of 75 questions in total which cover all 11 areas of the MSP Foundation syllabus. The full MSP syllabus is available from the APM Group or from the candidate's Accredited Training Organisation.

4 STYLES OF QUESTION

There are two different test styles used within the paper. Both test styles are based on the selection of the correct answer from a choice of 4 options. The test styles are:

4.1 Standard

What role is responsible for producing the Benefit Profiles?

- a) Business Change Manager
- b) Programme Manager
- c) Programme Office
- d) Senior Responsible Owner

4.2 Negative

Which is **NOT** generally included in the Business Case?

- a) Value of benefits
- b) Timescales for achievement
- c) Risks to achieving benefits
- d) Key stakeholders

5 EDITORIAL NOTES

5.1 Throughout the examination, title case has been used for all references to MSP governance themes, transformational flow processes, programme information documents 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 MSP.

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

'**will** and '**is**' are used to express something definite or indisputable facts about MSP, e.g. to describe generic facts about the MSP documents, processes, themes and roles, e.g. 'A Benefit Profile is a document describing a single benefit or dis-benefit'.

5.3 Uses of 'Which' and 'What'

'What' in English is used where there is a definitive answer that is not dependent on the list of options presented, i.e. you could answer the question without even seeing the options. 'Which' in English is used where there is more than one possible answer to a question and candidates are required to select from the options provided, i.e. 'Which governance theme...?'

6 TIME MANAGEMENT

The examination is 60 minutes in duration. Candidates must manage their time in order to complete all questions. All 75 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 examination.

7 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.

	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"/>

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 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. If a candidate wishes to change their answer during the examination, the incorrect answer should be erased completely and the correct answer indicated. If more than one answer is given by the candidate, the question will score zero.

8 USING THE SAMPLE EXAMINATION PAPER RATIONALE

The APM Group has developed Sample Examination Papers to aid candidates in preparing for the examination. With each Sample Examination 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 MSP Guide showing where the learning outcome is supported.