PMD Pro

Exam System Steps

First Time – Trainers – Multiple Exams

PM4NGOs
APMG International

Few minutes

Few minutes

Several minutes

1

Purchase

Enter the APMG site and purchase the exams you will need.

References

Guide:
Exam System Guide

Links:
PMD Pro Level 1
PMD Pro Level 2

2

Invigilator Account

Enter your details at the Online Exam Invigilator Portal.

Instructions for this step will come in the first e-mail you receive from APMG.
This step is **required** in order to receive the authorization codes.

References

E-mail Example

Guide:
Exam System Guide

Link:
Online Exam Invigilator Portal

3

APMG System Account

Complete your profile at the APMG System.

Instructions for this step will come in the second e-mail you receive from APMG.

This step is not required in order to receive the exams authorization codes, but we recommend doing it as soon as possible.

References

E-mail Example

Link:
You will receive an unique link from APMG by e-mail.

4

Authorization Codes

You will receive an e-mail from APMG with unique codes for exams.

Distribute one code to each candidate.

References

E-mail Example

Guide:
Exam System Guide

Click here if you want to download all Exam System Guides

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5

Candidate Portal

Each candidate must enter the Candidate Portal and create their profile with the unique authorization code you have distributed.

References

Guide:
Exam System Guide

Links:
Candidate Portal

6

The Exam

Candidates are now ready to take the exam. They will log in at the Candidate Portal, if not logged, and access the option to start the exam.

References

Guide:
Exam System Guide

Link:
Candidate Portal

7

Validating Exams

Once candidates have finished, you must validate their exams by accessing the Online Exam Invigilator Portal

References

Guide:
Exam System Guide

Link:
Online Exam Invigilator Portal

8

Certificates and other options

You can access the APMG System to track your participants list, check their results, and release or download their certificates.

References

Link:
APMG System

Click here if you want to download all Exam System Guides