



## Guideline for written examinations

### Content and main focal points of examinations

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### Other applicable documents

The documents listed in the table below are required for preparing or registering for certification and are therefore regarded as applicable documents. The content of these documents supplements the information provided in this Guideline.

		<b>Document</b>	<b>Section</b>
	<b>Designation</b>	<b>Name</b>	
1	ICB 3.0/NCB 4.1	International Competence Baseline	3
2	H-SE18-Form-SBxxx_EN	Self-assessment	3
3	H-SC01-LF-ZertC-Rxxx_EN	IPMA Level C Certification Guideline	1
4	H-SD01-LF-ZertD_Rxxx_EN	IPMA Level D Certification Guideline	1

## 1. Concept for examination content and main focal points

<b>Proportion of MC questions<sup>1</sup> and tasks from the competence areas in the Swiss NCB 4.1</b>				
Written exam	Technical PM competences	Behavioural PM competences	Contextual PM competences	<b>Total</b>
Level C	60 %	20 %	20 %	100 %
Level D	70 %	20 %	10 %	100 %

<b>Number of tasks and points per level C competence area (duration: 3 hours)</b>				
Written exam	Technical PM competences	Behavioural PM competences	Contextual PM competences	<b>Total</b>
Number of MC questions	36	12	12	60
Number of text based tasks	8	3	3	14
<b>Max. points</b>	<b>110</b>	<b>35</b>	<b>35</b>	<b>180</b>
<b>Min. points</b> (for admission to stage 3)	<b>55</b> (mind. 50%)	<b>17.5</b> (mind. 50%)	<b>17.5</b> (mind. 50%)	<b>108</b> (mind. 60%)

<b>Number of tasks and points per level D<sup>2</sup> competence area (duration: 3 hours)</b>				
Written exam	Technical PM competences	Behavioural PM competences	Contextual PM competences	<b>Total</b>
Number of MC questions	70	20	10	100
Number of text-based tasks	5	2	2	9
<b>Max. points</b>	<b>120</b>	<b>40</b>	<b>30</b>	<b>190</b>
<b>Min. points</b> (for awarding of certificate)	<b>72</b>	<b>24</b>	<b>18</b>	<b>114</b>

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<sup>1</sup> The multiple choice questions for levels C and D contain the same types of questions

<sup>2</sup> The allocation of the competence elements to the individual sectors is set out on the following table page.

## **2. Different types of questions**

### **2.1. Multiple choice questions**

#### **Type A questions (single choice)**

- Only one answer can be given per question.
- One point will be awarded for each correct answer.
- Zero points will be awarded for incorrect answers.

#### **Type B questions (multiple choice)**

- Two of the four answers (A) to (D) are always correct or most appropriate.
- Assign the two correct or most appropriate answers/statements to each question/statement.
- Two correct answers will be awarded one point. Zero points will be awarded for one correct answer or less.
- If the number of answers ticked is more or less than required, zero points will be awarded for that question.

#### **Type C questions (questions requiring decisions)**

One question is followed by four answers or supplementary statements.

- Each of the four answers should be marked as correct (+) or incorrect (-).
- Regardless whether the question is in the singular or the plural, there may be one, two, three, or four correct answers, or even no correct answer at all.
- One point will be awarded for four correct answers, half a point will be awarded for three correct answers and zero points will be awarded for two correct answers or less.

### **2.2. Level C text based tasks**

Questions in text form on various competence elements from the evaluation structure. The number of possible points, the reference to the competence element, and the guideline time for answering the question will be indicated.

### **2.3. Level D text-based tasks**

Questions in text form on various competence elements from the evaluation structure. The number of possible points, the reference to the competence element, and the guideline time for answering the question will be indicated.

### 3. Evaluation of the competence elements

The degree of competence is defined by general descriptions of knowledge.

Area	PM competence elements		Level	
			D	C
Technical competences	1.01	Project management success	2	2
	1.02	Interested parties	2	2
	1.03	Project requirements & objectives	2	2
	1.04	Risk & opportunity	2	2
	1.05	Quality	2	2
	1.06	Project organisation	2	2
	1.07	Teamwork	2	2
	1.08	Problem resolution	2	2
	1.09	Project structures	2	2
	1.10	Scope & deliverables	2	2
	1.11	Time & project phases	2	2
	1.12	Resources	2	2
	1.13	Cost & finances	2	2
	1.14	Procurement & contract	2	2
	1.15	Change	2	2
	1.16	Control & report	2	2
	1.17	Information & documentation	2	2
	1.18	Communication	2	2
	1.19	Start-up	2	2
	1.20	Close-up	2	2
Behavioural competences	2.01	Leadership	1	2
	2.02	Engagement & motivation	1	2
	2.03	Self-control		2
	2.04	Assertiveness	2	2
	2.05	Relaxation		2
	2.06	Openness		2
	2.07	Creativity	1	2
	2.08	Result orientation	2	2
	2.09	Efficiency	2	2
	2.10	Consultation	2	2
	2.11	Negotiation	2	2
	2.12	Conflict & crisis	2	2
	2.13	Reliability	1	2
	2.14	Value appreciation		2
	2.15	Ethics		2
Contextual competences	3.01	Project orientation	2	2
	3.02	Programme orientation		1
	3.03	Portfolio orientation		2
	3.04	Project programme & portfolio implementation		2
	3.05	Permanent organisation	2	2
	3.06	Business	1	2
	3.07	Systems, products & technology		2
	3.08	Personnel management		2
	3.09	Health, security, safety & environment	2	2
	3.10	Finance	1	2
	3.11	Legal		1
Evaluation of the knowledge characteristics			<b>Not applicable</b>	
			1	Knowledge
			2	Skill