

11 point plan for passing your PRINCE2® exams

Passing exams is never simple but we can take the pain out of the experience so that you gain the qualifications you need to progress your career.

1. THE BACKGROUND.

Basics first: the PRINCE2 Qualification Scheme is owned by AXELOS Ltd, the examination body is PEOPLECERT.

2. FOUNDATION EXAM FIGURES.

The bottom line is that in **60 minutes** you must get **33 out of 60 to make the 55% pass grade**. Each question is worth 1 mark and they are multiple-choice style questions. More details can be found on training provider exam pages.



3. FOUNDATION EXAM FACTS.

The Foundation certification aims to confirm that you know and understand the PRINCE2 method well enough to be able to work effectively with, or as a member of, a project management team working within an environment supporting PRINCE2. To pass you will need to show that you understand the **KEY CONCEPTS** relating to projects and PRINCE2, how the PRINCE2 **PRINCIPLES** underpin the PRINCE2 method, the PRINCE2 **THEMES** and how they are applied throughout the project, the PRINCE2 **PROCESSES** and how they are carried out throughout the project

4. PRACTITIONER EXAM.

Is also a multiple-choice exam but referring to a project scenario. You will get a scenario booklet, questions booklet and 2 answer sheets. There are 68 multiple choice questions and you need 38 (55%) correct to pass. The exam is 2 ½ hours and you must complete the answer sheet during that time (circles to shade in). You can take into the exam your Prince2 manual which can be annotated with any notes, highlighted text, drawings, or tabs for page references, which are all very helpful, but not any loose papers or sticky notes.

5. PRACTITIONER EXAM TASK.

The PRINCE2 Practitioner examination is intended to assess whether a candidate can apply and tailor the PRINCE2 project management method, (principles themes processes) in relation to the context of the scenario.

6. SET YOUR SCHEDULE.

Every project needs a schedule and this one's no exception. Exam day will be here before you know it! Setup a schedule in the run up to the exam day (see pre-course below) and build in some spare time as it will generally take longer than you planned.

For the foundation exam the timing works out as 1 min per question so easy to pace yourself in the 60 mins available but try to give yourself 5 mins spare at the end.

Practitioner exam is a bit different, you need to look at the , but only the overview part (around 1 page) not the additional info at this point, then allocate roughly 2 mins per question (in blocks 5 questions = 10 mins) and this will give you roughly 10 mins spare at the end.

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7. PRE-COURSE.

OK, pre-reading yourself into a course is no fun but trust us, it'll give you that over-used but accurate thing – an edge! This is your chance to mark out topics for tutor help and to make summary notes for ongoing review and revision. Good ATOs include essential books in the price. The best ones give free, public access to a wealth of downloads.

8. MASTER THE PRINCE2 MANUAL FOR PRACTITIONER LEVEL.

No need to revise like crazy, there's time to find the answers in the manual during the exam. Right? Wrong! You have **2½ hours to get 38 out of 68 marks**. You need to **aim to get 100% of the 68 marks** if you want a fighting chance of getting enough questions right to reach or even exceed that 55% pass mark to give you an edge in this tough promotion and job market. Time to eat, drink and sleep that **PRINCE2** manual so you are fully prepared come exam day. Tab each of the sections (Principles, all 7 Themes and all 7 processes) in the book and the Appendix A, & C, this will really help you find things quicker. The glossary towards the back can be helpful too and don't forget as a last resort the index.

9. PRACTISE EXAM QUESTIONS.

The in-tray's full and the out-tray's empty so you try only one exam simulation or skip it altogether. Big mistake! Huge! This is a challenging exam that's eminently passable if you do it right. Learn the layout and question types, shoot for 100% when you sit exam simulations and sit them early and regularly to gauge progress; if you keep making the grade, the real thing should be a cinch; if you don't you can fix your weak areas.



10. THINK OUTSIDE COURSE BOX.

When you've got your exam head on it's difficult to think beyond the immediate course. The best way, however, to pass **PRINCE2** is through interacting with professionals, with fellow students and through finding opportunities to put learning into action both at work and through technology. How do you do all that? Well, ask your tutor questions in class, by phone or by email, follow blogs, Twitter, go on Facebook, or games.

11. DON'T PANIC IN THE EXAM.

The exam starts and you hit the ground running. Steady! First read through the overview part of the scenario. Then take each question one at a time, make sure you always read any text above the questions, underline key words and finally answer the question asked. If you find your head is racing to find the key words, they try using a sheet of paper to reveal things one line at a time, it can help you read the words on the page, not the ones in your head. Watch the clock, time can ebb away very quickly. And if you fail, don't worry you can always re-take, just remember to keep calm and carry on.



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USEFUL LINKS

- ✓ If you want to find out how you can acquire PRINCE2 Foundation & Practitioner quickly but effectively then PRINCE2 Practitioner Plus is just the thing.
 - ✓ For PRINCE2 insights to help you understand the approach and its applications try the PRINCE2 Downloads page.
- ✓ Social networking is the key to extending your learning and experience beyond your training. ILX has a raft of options: the blog where we aim to put out information on anything that might help your project management career; Our Twitter feed, Facebook and LinkedIn pages where we aim to keep you up to date with events and activities that could have an impact on the PRINCE2 world.
- ✓ Finally, here's some general information about PRINCE2 exams. They can be taken as part of an accredited training course through your PRINCE2 training provider or at a public PRINCE2 examination centre. Whichever option you choose, the exams will be the same in terms of style and structure. When booking your course, check that your examination costs are included in the price of the course and that your invigilator has been approved by the examination board (Peoplecert).



ABOUT ILX GROUP (ILX)



For over 30 years, ILX has delivered portfolio, programme & project management learning solutions via a blend of multimedia e-learning, games and simulations, mobile learning, traditional classroom training, practical workshops and coaching. A market leader in PRINCE2® training, ILX has provided best-practice learning to more than 500,000 people across 5,000 organisations in over 120 countries. Our courses are developed in-house with a dedicated team of experts to produce quality learning that is engaging and flexible according to the needs of the client. We have established offices in the UK, Australia, New Zealand, Dubai and the USA, and our multi-lingual trainers can support customers around the world.

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