

BETTER BUSINESS CASES: USING THE FIVE CASE MODEL

FOUNDATION EXAMINATION CANDIDATE GUIDANCE

1 INTRODUCTION

- 1.1 The objective of the examination is to enable you to demonstrate an understanding of the Better Business Cases: using the Five Case Model method. The Foundation examination 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 predetermined.
- 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 various styles of question.

2 STRUCTURE OF THE PAPER

The examination paper consists of:

- 2.1 A Question Booklet, which contains 50 questions. Each question covers a different syllabus topic. Each question is worth 1 mark. The pass mark is 25. 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 SYLLABUS AREAS ADDRESSED

The examination consists of 50 questions in total, which cover all 6 areas of the Foundation syllabus. The full 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.

The test styles are:

4.1 Standard

Which Business Case is produced first in the development and delivery of a major spending proposal?

- a) Business Justification Case (BJC)
- b) Full Business Case (FBC)
- c) Strategic Outline Case (SOC)
- d) Outline Business Case (OBC)

4.2 **Negative**

Which is **NOT** one of the five key components of a Business Case?

- a) Political Case
- b) Strategic Case
- c) Financial Case
- d) Commercial Case

4.3 **Missing Word**

Identify the missing words in the following sentence.

A Business Case comprises of five key components: the Strategic Case; Economic Case; [?] Case; Financial Case and Management Case.

- a) Compliance
- b) Environmental
- c) Political
- d) Commercial

4.4 **Sequence 3**

In what sequence would the following Business Cases be produced?

1. Full Business Case (FBC)
2. Strategic Outline Case (SOC)
3. Outline Business Case (OBC)

- a) 1, 2, 3
- b) 2, 1, 3
- c) 2, 3, 1
- d) 3, 2, 1

5 EDITORIAL NOTES

5.1 Throughout the examination, title case has been used for all references to Better Business Cases products and proper nouns

5.2 **Uses of “should” 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 Better Business Cases: the Five Case Model.

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

6 **TIME MANAGEMENT**

The examination is 40 minutes in duration. You must manage your time in order to complete all questions. All 50 questions should be attempted. If you wish to write your answers on the question paper first, you 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**



7.1 The Answer Booklet will be 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 answer by filling in the 'oval' that relates 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 examination, 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.