

PRINCE2® 2017 Foundation Exam – Candidate Guidance

1. Introduction

The PRINCE2® 2017 Foundation exam aims to enable you to demonstrate that you have sufficient understanding of the PRINCE2 principles, processes, techniques, themes and roles. It is a **closed** book multiple choice exam and you will be required to choose the correct answer.

2. Structure of the exam

The examination paper consists of the below:

2.1 Question Booklet

- 60 questions - 60 examination questions.
- Each question covers a different syllabus item.
- Each question is worth 1 mark.
- Pass mark 55% (33 out of 60).
- You are expected to answer all questions.

2.2 Answer Sheet

- Only **one answer** per question is allowed.
- Marks are not subtracted for incorrect answers.

3. PRINCE2 2017 syllabus areas addressed

The examination consists of 60 questions in total, which cover all four (4) areas/learning objectives of the PRINCE2 2017 Foundation syllabus. The full PRINCE2 2017 syllabus is available from AXELOS or from your Accredited Training Organization.

4. Question styles

The paper uses different test styles, all of which require the selection of the answer from a choice of 4 options.

The test styles are:

4.1 Standard

Which is one of the four integrated elements within PRINCE2?

- a) Quality
- b) Role descriptions
- c) Processes
- d) Product descriptions

4.2 Negative

Which is **NOT** one of the key elements to balance when defining management stages?

- a) The availability of the Project Board
- b) How far ahead in the project it is sensible to plan
- c) The amount of risk within a project
- d) How confident the Project Board and Project Manager are in proceeding

4.3 Missing Word(s)

Identify the missing word in the following sentence.

A purpose of the [?] theme is to control any unacceptable deviations from the project's objectives.

- a) Change
- b) Plans
- c) Progress
- d) Risk

4.4 Select (List)

Which two statements about tailoring are CORRECT?

1. Processes can be simplified or carried out in more detail.
2. Terminology can be changed to suit organizational standards.
3. Themes that are not relevant to the project can be excluded.
4. Project management team members can carry out any combination of roles.

- a) 1 and 2
- b) 2 and 3
- c) 3 and 4
- d) 1 and 4

5. Editorial notes

Please note that for all references to PRINCE2 themes, processes, defined management products and proper nouns title case has been used throughout the examination.

5.1 Uses of "should" and "must":

5.1.1 "should" is used to show "obligation", when something is good or important or recommended. It is not as strong as must and is used when testing whether something should occur because it is consistent with the principles and recommended practices of PRINCE2.

5.1.2 "must" is used when talking about something that is "necessary" or "has" to occur, something that is mandatory.

6. Time management

The exam duration is 60 minutes. You need to answer all 60 questions and manage your time accordingly. For a paper based exam, you can write your answers on the question booklet if you wish, but you will need to ensure you allow sufficient time to complete the answer sheet. Only answers provided in the answer sheet will count for marking. No support material or electronic aids are permitted. This is a **closed** book exam.

7. Filling the answer sheet

- You can only use a soft pencil (2B, HB).
- You cannot use ink or a ballpoint pen.
- If you wish to change your answer during the examination, clearly erase your original answer and mark your new answer. If there is more than one circle marked for an answer, the question will score zero.
- Select your answer by filling in completely the circle that relates to your chosen response as shown below.
- Do **NOT** use the following wrong marks as they may be ignored.

