

## OpenSM Foundation Examination

### At the beginning of the examination:

Please confirm the following information to candidates prior to starting their examination: -

- The OpenSM Foundation exam paper should be completed in 60 minutes.
- There are no trick questions
- Each question has only one correct answer
- The examination is closed book - candidates are **NOT** permitted to refer to any reference materials during the exam
- There are 50 questions within the exam
- Candidates will need to score 28 marks or more to be awarded a pass in the paper
- The answer booklet should be completed in pencil only, those submitted using pen may be void
- Answers which have been changed must be completely erased prior to submission of the answer booklet

### Marking the OpenSM Foundation Exam Paper

- Only the approved invigilator/proctor or Approved Trainer is authorised to mark the OpenSM Foundation Exam Paper.
- There are 50 marks available and 28 or more marks are required to pass.
- Please write the score for each paper on its front cover and next to the candidates' name on the Candidate List.
- If you wish, you can orally inform the candidates of their results for the OpenSM Foundation Examination (pass or fail only). Please ensure candidates are aware this is a preliminary result until confirmed by APMG. Should there be a discrepancy between their marking of the exam and that of the invigilator, the mark issued by APMG will be final.
- APMG will check and notify the result and feedback through the ATO. APMG will not allow any re-mark requests for a Half Double Foundation exam paper unless there are exceptional circumstances for the re-mark request.
- In the event that the candidate fails the OpenSM Foundation Exam and would like to re-sit, please use the OpenSM Foundation Exam Paper in the spare envelope (if provided). Please ensure that the candidate writes down their re-sit candidate number on the Answer Sheet. (If an additional paper has not been provided and is required, please contact your local APMG office for an additional paper and candidate number). Please also ensure you annotate the 'comments' column on the candidate list to show they have sat the OpenSM Foundation exam more than once.

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