

Knowledge  
**TRAIN**<sup>®</sup> ●●●



# How to pass your **PRINCE2**<sup>®</sup> Foundation exam



## About the author



Simon Buehring is Knowledge Train's owner and founder. Simon has worked on projects since 1989 in the UK, Southeast Asia, New Zealand and Japan.

Since graduating in 1988 with a Masters' degree in Information Technology from Kingston Polytechnic, Simon has gained a wealth of real-world experience. His work on projects has spanned over 30 years and includes working as a software engineer, team leader, consultant, technical director, and project manager including time working for the BBC, HSBC and IBM.

In 2005, Simon set up Knowledge Train with a passion to help others learn the best ways of managing projects. Since then, he has established Knowledge Train as a highly reputable PRINCE2 project management training company with a focus on delivering the very best in training and customer service.



<https://www.knowledgetrain.co.uk>



20 Old Bailey, London, EC4M 7AN, England, United Kingdom.



+44 (0)207 148 5985



[info@knowledgetrain.co.uk](mailto:info@knowledgetrain.co.uk)

Copyright © 2005-2023 Knowledge Train Limited.  
Registered in UK: 5566983.  
Registered VAT: GB872413526.

Knowledge Train® is a registered trademark of Knowledge Train Limited.

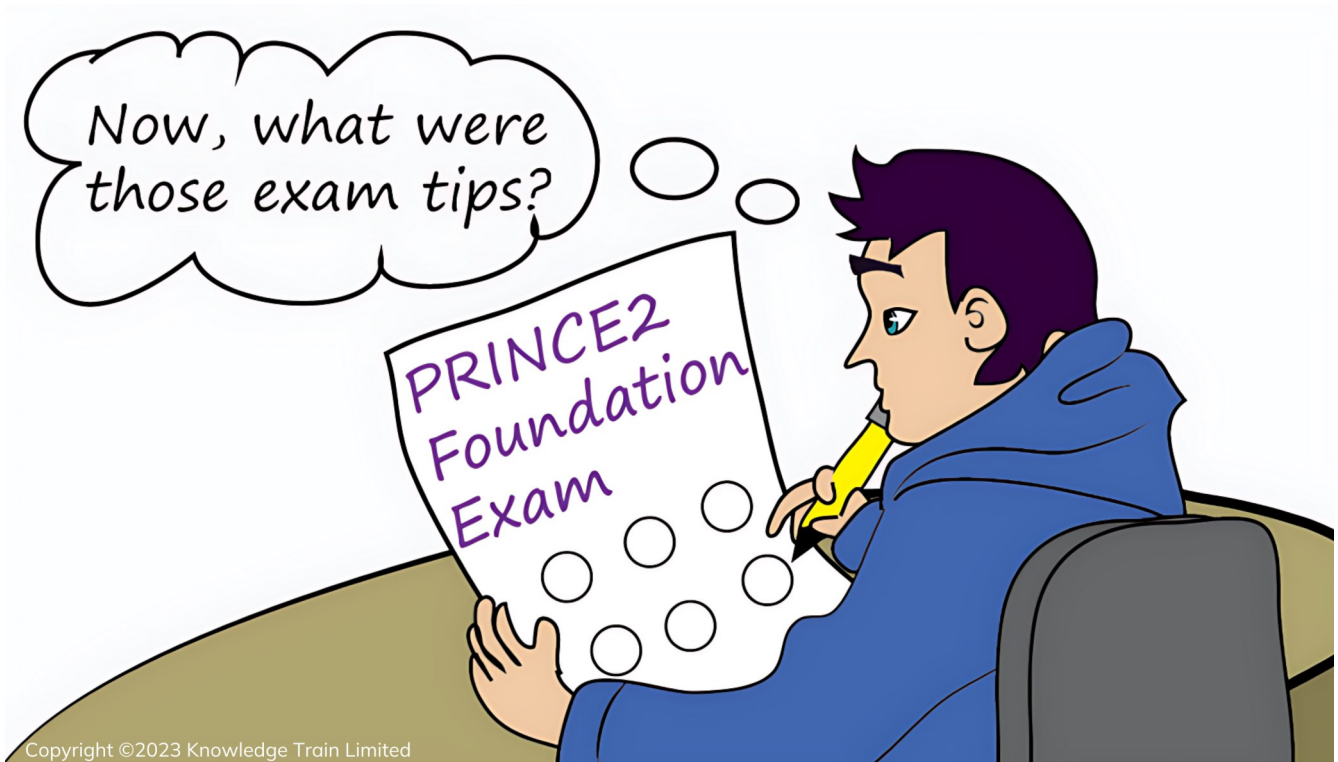
# Contents



Introduction	01
Exam pass rates	02
Topics to know	03
Question types	05
Revision	08
Exam timing	10
Exam day	12
Conclusion	14
References	15

# Introduction

To pass your PRINCE2 Foundation exam with flying colours and prove your fabulous knowledge of the PRINCE2 methodology, your revision and exam preparation must be approached in the right way.



This ebook contains plenty of tips and advice for PRINCE2 students who are ready to tackle the Foundation exam and achieve a pass. Please note that this ebook was updated to reflect changes in [PRINCE2 7th edition](#) released in September 2023.

# Exam pass rates



In the UK, the national average [PRINCE2 Foundation exam](#) pass rate is 97%. You don't want to be one of the unlucky 3%. In addition, candidates who score highly on the Foundation exam are also likely to do better on the harder Practitioner exam.

In fact you shouldn't worry too much if you attend one of Knowledge Train's classroom [PRINCE2 Foundation course](#) or study [PRINCE2 Foundation online](#) because our exam pass rate is over 99% for both.

**PRINCE2 Foundation exam tip** – aim for the highest mark you can on your PRINCE2 Foundation exam by using this guide to help you.

# Topics to know

The **PRINCE2 Foundation exam** assesses whether your knowledge and understanding of the method is sufficient to be able to work effectively with, or as a member of, a project management team working within an environment supporting **PRINCE2**.

The exam addresses each of the following areas. The percentage of questions for each topic on an exam paper is shown.

## *Exam assesses*

- Key concepts (3%)
- Principles (8%)
- People (14%)
- Practices (60%)
- Processes (15%)

Learning outcome	Percentage of questions
Understand the key concepts relating to projects and PRINCE2.	3%
Understand how the PRINCE2 principles underpin the PRINCE2 method.	8%
Understand the importance of people in successful projects.	14%
Understand the PRINCE2 practices and how they are applied throughout the project.	60%
Understand the PRINCE2 processes and how they are carried out throughout the project.	15%

If you want a detailed understanding of the Foundation syllabus you can download a copy from AXELOS.

**PRINCE2 Foundation exam tip** – learn all about the PRINCE2 by reading our free PRINCE2 Foundation study guides which can be downloaded as free e-books: [PRINCE2 principles](#), [PRINCE2 practices](#), [PRINCE2 People](#), and [PRINCE2 processes](#).

# Question types

The **PRINCE2 Foundation exam** is made up of 60 multiple-choice questions, which you must complete in 1 hour. All the questions are contained within a question booklet.

The pass mark is 60% so you need to score at least 36 correct answers to pass. The exam is closed book, which means that you cannot use the **PRINCE2 manual** or any other printed or electronic materials during the examination.

## *Foundation exam*

- 60 minutes
- 60 questions (1 mark each)
- 36 marks to pass (60%)
- Closed book

The exam contains 4 types of question style: 'standard', 'list', 'negative', and 'missing word'. The questions are always in multiple-choice format, so you simply need to pick one answer out of the four options given. There are no trick questions on the exam paper and each question only has one correct answer.

## 'Standard' style questions

This is the style of question which you will have answered many times before. For example:

Q. In which of the following processes does the project board choose a suitable risk response?

- A. Controlling a stage
- B. Managing a stage boundary
- C. Directing a project
- D. Starting up a project

If you remember that the project board only performs one of the seven processes then the answer is straightforward – it's **directing a project**.



## 'List' style questions

For example:

Q. Which of the following tasks form part of the product-based planning method?

- i. Writing the product descriptions
- ii. Creating a product flow diagram
- iii. Designing the plan
- iv. Creating the product breakdown structure

- A. (i), (ii) and (iii)
- B. (ii), (iii) and (iv)
- C. (i), (ii) and (iv)
- D. (i), (iii) and (iv)

For the above question, read the statements i-iv, and then decide which three form part of the product-based planning method. I suggest that you read each of the 4 options and tick the ones you are sure form part of the technique. If there are only 2 options you are sure about, at least you have reduced your last decision to a choice between the 2 remaining options, so pick one of them and then mark your answer accordingly.

## 'Negative' style questions

For example:

Which is **NOT** a role within PRINCE2?

- A. Project manager
- B. Project assurance
- C. Business manager
- D. Senior supplier

For this type of question, it is important that you take notice of the word **NOT**. The word **NOT** is always bolded to bring your attention to the fact that the question is a negative one.

## 'Missing word' style questions

For example:

Identify the missing word in the following sentence.

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

- A. Change
- B. Plans
- C. Progress
- D. Risk

The answer is the progress theme. Even if you couldn't remember the purpose of the progress theme, you might have been able to get the answer by a process of elimination by asking yourself what the other themes are about (controlling changes and issues, planning what is to be done, controlling uncertainty). As you can see, it really does help to be able to quickly recall your PRINCE2 knowledge quickly.

**PRINCE2 Foundation exam tip** – with limited time and no manual allowed, revision must be top of your Foundation exam preparation plan.

# Revision

## Exam practice

The most common revision method is to practice those exam questions! As the questions are compiled from a limited question bank, the more practice questions you attempt, the more prepared you will be. The PRINCE2 exam board provides 2 sample [PRINCE2 Foundation exam](#) papers to PRINCE2 Accredited Training Organisations, so if you have studied using an accredited training course, these should be provided to you.

In addition, Knowledge Train has developed a further [mock Foundation exam](#) which you can also use to practice exam style questions.

**PRINCE2 Foundation exam tip** – practicing sample exam papers helps refine your exam technique. To try a sample Foundation exam, click the button below

### Exam revision

- Try the sample exam papers before the exam
- Aim to get 65% or more on the sample papers

## Paraphrasing

There will be a considerable number of questions which ask you the purpose of a [management product](#), a [practice](#) or a [process](#). Since there are a lot of management products, practices and processes, that's a lot of purposes to remember! That can be too many things. You need some trusted methods to help you remember so try paraphrasing.

### Paraphrasing

- Go to Appendix A in the manual
- Read the purpose of the management products
- Write the meaning of each purpose in less than 10 words
- Repeat for the purpose of 7 practices and 7 processes

Go to Appendix A in the PRINCE2 manual and one by one, read the purpose of each of the management products. If you don't understand it, read it again. Then write down in your own words the meaning of the product. Try to write it in less than 10 words.

**PRINCE2 Foundation exam tip** – paraphrasing forces your brain to engage with the subject matter which helps with longer-lasting memory retention, and deeper learning.

Try paraphrasing the purposes of the 7 practices and 7 processes too.

## Mind-maps

Visual revision tools, such as [mind-maps](#) or flow charts can also help. Creating these for yourself will aid your understanding of PRINCE2, and ultimately improve your chances of exam success. Try to create one mind-map for each theme and one for each process.

After you've created your own mind-maps you can compare them against the ones we produced inside our themes and processes ebooks.

**PRINCE2 Foundation exam tip** – drawing mind-maps is a great way to aid your understanding of PRINCE2.

# Exam timing



There are three things to keep in mind during the [PRINCE2 Foundation exam](#) – timing, question complexity and making sure to answer every question.

Timing is the most important aspect to keep in mind. The exam consists of 60 questions, and there are 60 minutes to answer them. This only allows 1 minute per question. When faced with this small timeframe, it's best to have a good strategy during the exam which maximises your chances of scoring highly. The strategy we recommend is the **three-pass approach**.

## The three-pass approach

### Pass 1

Go through the entire question paper from start to finish and answer those questions which you feel confident about which only take a few seconds to answer. Mark your answer and leave any questions you are unsure about. Often at the end of this first pass, you might only have spent 15-20 minutes and possibly answered 30-40% of the questions.

### Pass 2

Go back to the start and read through the unanswered questions, this time spending 10-15 seconds reading each one. If you don't understand what it is asking you, read it one more time. If you think you know the answer, mark your answer, otherwise skip to the next unanswered question.

At the end of this pass you will only be left with those questions which take a long time to answer, or you are still not sure about.

### Pass 3

Go back to the start and re-read the remaining questions which you haven't yet answered. When answering a question, by a process of elimination, discount those options which you think are definitely wrong. If you do this, you can often eliminate 2 options straightaway which will leave you with 2 options left to choose from. Read the question and the 2 remaining options one more time and if you really cannot decide guess.

After completing pass 3 you should have answered all questions. Whatever you do, make sure that one option has been selected for all 60 questions in the exam.

- Apply the **three-pass approach** to maximise your chances of passing.
- Do **NOT** spend too long on complex questions – skip them and answer them last.
- Don't over-analyse questions.
- Think carefully before changing answers. Your initial response is often correct.
- Only select one option for each question and ensure you have filled in your answers correctly.

#### *Exam technique*

- *Apply the 3-pass approach to maximize your score*
- *Skip complex questions and do them on pass 3*
- *Don't over-analyze questions*
- *Ensure you answer all 60 questions*

Preparing well, knowing what to expect and thoroughly understanding the [PRINCE2 methodology](#), will all greatly improve your chances of success. Also, statistics show that high-scorers in the Foundation exam will have a better chance at getting a high score in Practitioner, which is certainly something to keep in mind.

# Exam day

On the day of the exam, you must be prepared by having the following:

- **Photo ID** (such as a passport or driving license) otherwise you **cannot** sit the exam.
- **Computer** with internet access, webcam, audio with mic
- **Quiet room** with an **empty desk** – you cannot have any papers or books on the table
- **Water** – ensure you have water to drink during the exam. Studies show that students who drink water during exams, on average score 4.8% higher marks than students who don't drink water.

## *Things you need on exam day*

- Photo ID
- Computer with webcam, audio, mic
- Quiet room with empty desk
- Water

**PRINCE2 Foundation exam tip** – your brain needs watering so don't forget to bring water to the exam!

## Pre-exam

Just prior to the examination starting, the exam proctor will ask you to show your photo ID, turn your camera 360 degrees to show the room, and will read out the instructions and rules for the exam.

## During the exam

If English is not your first language you will automatically get 25% extra time – 75 minutes instead of 60!

Similarly, you may find completing the exam difficult if you have dyslexia or another medical condition. To get the extra time, you must contact PeopleCert before the exam with a report from your doctor or other medical professional proving your condition. This will then get approved by PeopleCert and you will be awarded extra time.

If you fail the exam, you can re-take it at a later date, although you will need to pay the exam fee again.

At the end of the exam, you will not be able to mark any more answers. If you finish the exam early you can submit your answers.

You will receive your exam result on screen as soon as the examination is over. You will receive confirmation by email shortly afterwards.



# Conclusion



We hope you have found this guide to passing the [PRINCE2 Foundation exam](#) useful. Thorough knowledge of PRINCE2 and a great exam technique should help you to pass your exam.

Study, effective revision and practicing sample exams will all boost your chances of passing the exam, and achieving a qualification recognised in industries throughout the world.

# References



[1] Pawson, C. (2004, April). Bring water into exams to improve your grade.  
<http://www.uel.ac.uk/news/press-releases/2012/04/waterexams.htm>

# Knowledge TRAIN<sup>®</sup> ●●●



<https://www.knowledgetrain.co.uk>



20 Old Bailey, London, EC4M 7AN, England, United Kingdom.



+44 (0)207 148 5985



[info@knowledgetrain.co.uk](mailto:info@knowledgetrain.co.uk)

Copyright © 2005-2023 Knowledge Train Limited.

Registered in UK: 5566983.

Registered VAT: GB872413526.

Knowledge Train<sup>®</sup> is a registered trademark of Knowledge Train Limited.