



How to pass your PRINCE2[®] Practitioner 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.



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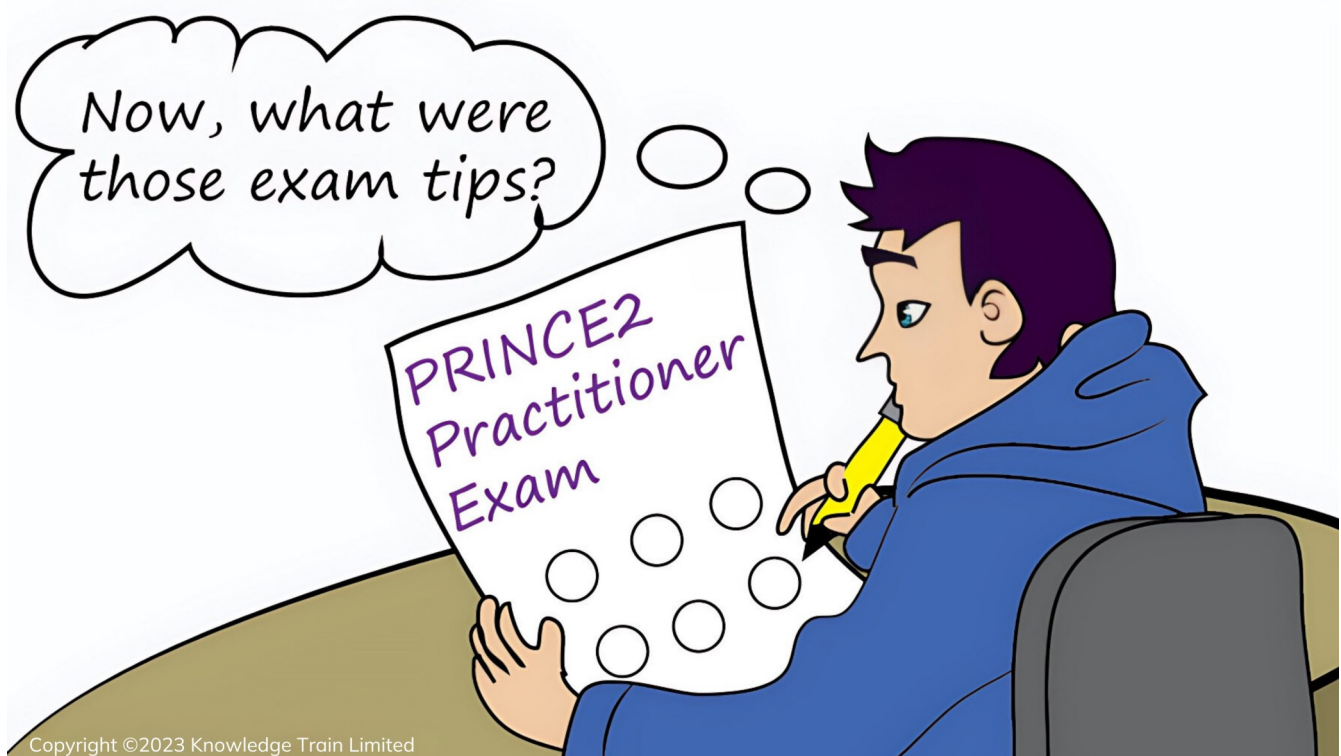
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Introduction

This guide to passing the PRINCE2 Practitioner exam provides you with some great hints and tips to make you well prepared to sit your PRINCE2 Practitioner exam.




Note: This ebook was updated in November 2023 to reflect changes to the syllabus made since the launch of [PRINCE2 7th edition](#). Any references to the [PRINCE2 manual](#) in this guide are to the latest edition.

If you want to book your PRINCE2 Practitioner exam, visit our [PRINCE2 exams](#) page.

Knowledge Train has helped thousands of people gain [PRINCE2 Practitioner](#) certification. Since 2012, our pass rate for the [PRINCE2 Practitioner exam](#) has been 10% above the UK national average at 83%.

With thorough training methods and understanding about exam techniques our delegates consistently achieve their PRINCE2 Practitioner.

Practitioner exam purpose



The purpose of the exam is to assess whether you can apply and tailor PRINCE2 in context. If you pass the exam you should, with suitable direction, be able to start applying the method to a real project. However, you but may not be sufficiently skilled to do this appropriately in all situations.

Some factors which may affect your ability to apply **PRINCE2** on a real project includes your project management expertise, the complexity of the **project** and the support provided to you in the use of PRINCE2 in your work environment.

Assessment criteria



The exam assesses whether you are able to:

- apply the PRINCE2 principles in context
- apply successful people management in successful projects
- apply and tailor relevant aspects of PRINCE2 practices and processes in context
- assess whether an approach to applying the practices or processes is effective and fit for purpose in a given context
- apply the practices of PRINCE2, demonstrating an understanding of the key management products required to support the practices, and the relevant recommended roles and responsibilities
- carry out the activities of the processes and their recommended actions, demonstrate an understanding of the inputs and outputs, recommended roles and responsibilities, and how the practices are applied.

Syllabus areas examined



- PRINCE2 principles
- PRINCE2 practices
- PRINCE2 processes.

Prerequisites



You are required to have any one of the following:

- PRINCE2 Foundation or Practitioner (6th edition)
- APM Project Management Qualification (PMQ)
- APM Project Professional Qualification (PPQ)
- Project Management Professional ([PMP](#))
- Certified Associate in Project Management ([CAPM](#))
- IPMA[®] Levels A to D (IPMA[®] is a registered trademark of IPMA in Switzerland and other countries.)

What's in the exam?



Questions

This contains all 70 questions, divided into topics. Each topic is clearly labelled e.g. PRINCIPLES, ORGANISING PRACTICE, etc. The sequence of the topics follows the chapters in the PRINCE2 manual.

Scenario

In addition to the questions, the exam consists of a scenario which contains a fictional project. This describes an organisation investing in a project and normally takes about 5 minutes to read. It is this scenario upon which all the questions are based.

Duration

The exam takes 2.5 hours to complete, and non-native English speakers get 25% more time!

You may use the [PRINCE2 manual](#) during the exam. If you have a license for the digital manual, you will be given access to it within the exam platform. Alternatively you may have your digital manual on a 2nd device set to 'flight mode'. If you have a physical PRINCE2 manual you may bring that to the exam room instead.

If you have a license for the digital manual, you will be given access to it within the exam platform. Alternatively you may bring your physical book into the exam room.

You must be able to apply the principles, and to tailor the practices and the processes!

What's examined?

You will be examined on all five elements of PRINCE2: the principles, people, practices, processes, and tailoring of the method to the environment.

The total number of marks is 70 and the table below shows the allocation of marks for the different topics. The pass mark is 60% which means you must score 42 marks or more to pass.

<i>Topic</i>	<i>Marks</i>
<i>Principles</i>	<i>7</i>
<i>People</i>	<i>7</i>
<i>Practices</i>	<i>35</i>
<i>Processes</i>	<i>21</i>
<i>Total</i>	<i>70</i>
<i>Pass mark is 42/70 (60%)</i>	

Learning outcome	Marks
Understand how to apply the PRINCE2 principles in context	7
Understand how to apply effective people management in successful projects	7
Understand how to apply and tailor relevant aspects of PRINCE2 practices in context	35
Understand how to apply (and tailor) relevant aspects of PRINCE2 processes in context	21

Answers

You select your answer on the screen. You may edit your answer if you think you have selected the wrong one. When selecting your answer, if you are not sure, you should flag it so you can quickly return to it later and change it if necessary.

Question types



After attending a [PRINCE2 course](#), or studying a [PRINCE2 course online](#), practice papers are the best way to prepare for the types of questions used during the exam. Even when the training day is over, you should practice at home to fully ensure you get to grips with the type of questions used.

There are two styles of objective test questions you'll have to answer during the exam: **standard** and **matching**.

Standard

This question style is where you must choose one from a range of 4 options, like this:

[preamble (giving the context, where appropriate)]

[question]

A. [option]

B. [option]

C. [option]

D. [option]

As an example, take a look at this:

In stage 2, the music lawyer is a team manager working on the draft contract for the singer. He usually sends an email to the project manager every 2 days summarizing the status of the work. No major progress is expected over the next week, so the project manager amends the work package to receive reports over the phone.

Preamble

Is this appropriate and why?

Question

- A. Yes, because a checkpoint report can be event-driven.
- B. Yes, because a checkpoint report can be an oral report.
- C. No, because only an exception report can be an oral report.
- D. No, because the reporting format cannot be changed during delivery.

Options

Tip: for a question such as this where you have 2 'Yes' and 2 'No' answers to choose from, first decide whether it is yes or no. Then from the 2 options remaining, choose which one sounds the most appropriate.

Matching

This question style is where you must link items in one list to items in a second list. There is only one correct response to each question item, but options from the second list may be used once, more than once (in most cases), or not at all. Look at this:

[preamble (giving the context, where appropriate)]

[question (which option relates to each item of information)]

[instruction (to choose one answer from the options on the right)]

As an example, take a look at this:

Here are three statements relating to the Music Album Project.

Preamble

In which management product (A-E) should this information be recorded?

Question

Choose only one product for each statement. Each product can be used once, more than once or not at all.

Instruction

39) When producing the 'artwork', the Graphic designer needs to inform the singer which images have been selected.

40) An incident at the recording studio caused a delay in recording the songs. However, this will be completed within time tolerance.

41) There were problems with the power supply at the recording studio throughout stage 2. It is recommended that the studio use an alternative power supply for future projects.

- A. Work package
- B. Checkpoint report
- C. Highlight report
- D. End stage report
- E. Exception report

How to prepare



Sample exams

Trying the 2 sample exams which comes as part of your course will help you enormously. Timing yourself whilst completing practice papers is also crucial so that you become used to working at a speed required to pass all questions. We'll talk about exam time-management a little later.

Familiarise yourself with the manual

Although you may take the manual into the exam, it's pointless flicking through it for each question, when you could be using it only for the tricky parts.

When preparing for your exam I recommend that you study the Contents pages and try to remember where it is (it's the 2nd page in the book). Then when you need to look something up during the exam you should quickly turn to the contents section to find the relevant chapter.

You might also find the glossary useful to quickly remind yourself of a definition. The glossary is at the end of the book, followed by a detailed index for more precise look ups.

Mindmaps

Learning about a new subject requires you to engage your brain with the material. Having to think about the different elements forces your brain to process the information and make connections between them. A good way to do this is to draw mind-maps – one for each theme and process.

A good way to do this is to draw [mind maps](#) – one for each theme and process. After you have drawn yours, compare them to the one in the course guide given as part of your [classroom training](#), or as part of your [online course](#).

Just remember, there is no 'perfect' mind-map so although yours might not look the same as ours it doesn't mean it's wrong.

Sleep

Ensure you get a good night's sleep the night before your exam. You want to arrive at the exam venue bright and alert, not sleepy after a late night.

Time management

The exam lasts for 2.5 hours (or 3 hours 8 minutes if you're a non-native English speaker).

Read the scenario first

When the exam starts, spend 5 minutes reading the scenario. Make a mental note of anything which appears significant. The scenario usually explains the number of management stages in the project and will probably say which products are delivered in each stage.

After reading the scenario, there will then be a further 145 minutes left.

Let's now look at the two time management strategies to consider.

Strategy 1: equal time per question

Allocate 2 minutes for each of the 70 questions. After answering a question, move to the next one. This will take 140 minutes which, if you spend 5 minutes reading the scenario will leave you 5 minutes for checking at the end that you have answered all 70 questions and haven't missed any.

Task	Minutes
Read scenario	5
2 mins/question	140 (70*2)
Check answers	5
Total time	150

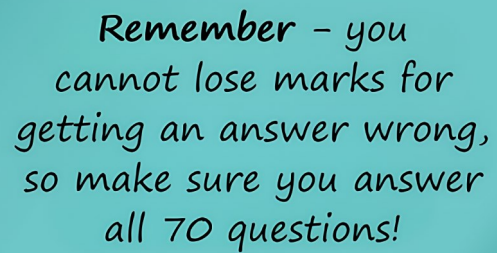
Strategy 2: two pass approach

Starting at the beginning go through the entire exam paper twice. The first time through you will answer the easy questions and you will mark your answer. "Easy" questions might be the ones which are quick to answer, or the ones which you are confident that you know the answer for.

Skip any questions which you think are too difficult or take a lot of time to read.

During the second pass through, you will attempt the questions which you skipped in the first pass. The risk with this approach is that it is more difficult to keep track of time and you might end up not completing all questions.

Lastly, remember to answer **every** question. As marks are not deducted for wrong answers, you might just be right, and trusting your instincts will usually serve you well.



Remember – you cannot lose marks for getting an answer wrong, so make sure you answer all 70 questions!

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

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 – 188 minutes instead of 150!

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 Practitioner 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.



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