

**PMI Certification Program**

# Paper-Based Testing (PBT) Handbook and Application

Contains information for sponsors and candidates regarding  
the administration of Paper-Based Tests

# PBT Information for Candidates

Updated: 24 September 2014

## Introduction

The purpose of the Paper-Based Testing Handbook is to supplement PMI's certification and credential handbooks in providing specific information as it relates to paper-based testing (PBT) administrations, also called PBT events.

The handbooks detail all candidate requirements and the policies and procedures related to earning the credentials. For information on a specific credential, please read the [respective handbook](#).

The Paper-Based Testing Handbook is developed for PBT sponsors in areas of the world in which computer-based testing (CBT) is not available and to corporate partners.

## Information for Sponsors

A sponsor is any individual who chooses to organize a PBT event. Computer-based testing (CBT) is the standard method of administration for all PMI examinations. However, PMI offers PBT administrations in the following situations only:

- Candidates who live at least 300 km/186.5 miles from a Prometric CBT site
- Corporate leaders who wish to test several employees at one time
  - There is no restriction on radius or distance to the Prometric CBT testing site
  - Only employees of the corporation may test at these events

**NOTE: A minimum of 10 candidates are required at any PBT event or PMI reserves the right to cancel the event.**

Once a PBT group administration request has been submitted and once the date and location have been confirmed, it is the sponsor's responsibility to promote awareness of the administration event and its date to test candidates.

### **A minimum of 85 days is required to set up a PBT event.**

Sponsors are strongly encouraged to request PBT events well in advance to allow a greater window for candidates to apply. Sponsors also should refer candidates to the respective credential handbook online for details on the application process and eligibility requirements.

Sponsors are required to provide three potential dates for the event. Please note, PMI cannot guarantee that your first/preferred testing date will be selected for the event.

If the sponsor chooses to collect and submit the examination fee on behalf of candidates, the candidates should complete all but the payment portion of their credential application using PMI's [online certification system](#).

Candidates who must apply using paper application forms should submit the completed forms to the sponsor. Sponsors must contact PMI's certification processors at [certquestions@pmi.org](mailto:certquestions@pmi.org) before submitting bulk (more than ten) paper applications to ensure appropriate support throughout this process.

Please note, our testing partner, Prometric, proctors all testing events.

## PBT Information for Candidates

### Examination Scoring and Results

The PBT examination answer sheet is computer scanned and graded. All exams undergo a statistical analysis to verify the performance of each test question and the scoring key is also verified. If errors or ambiguities are detected, the examinations will be rescored to eliminate the effects of such errors on the candidate's final results.

Examination results take up to six weeks to process and post online. All candidates can access their examination reports using PMI's online certification system. Exam reports will only be mailed if requested by the candidate.

### Timeline for Sponsors

Deadlines	Action
85 days before PBT event	PMI must receive the PBT Administration Request Form from sponsor.
50 days before PBT event	PMI will provide confirmation of PBT examination date and location.
45 days before PBT event	If candidates are submitting paper applications, the application and fees must be received by PMI. Sponsors submitting more than ten paper applications must contact PMI beforehand. Submission deadline dates may vary.
40 days before PBT event	If sponsor is sending payment in bulk, payment must be received 40 days before the event to ensure it is processed by the roster deadline date. Bulk payment can be sent to PMI by check, money order, wire or credit card. If bulk payment is not received 40 days before the PBT event, PMI reserves the right to cancel the event.
40 days before PBT event	Candidates submitting their applications individually online must submit the applications by this time, as all online applications are subject to a five (5) day review period.
35 days before PBT event	Examination roster is locked. Candidates paying individually and online must submit payment and schedule their PBT examination by this time. Applications, cancellations and reschedules are no longer accepted for the PBT event. Notification of PBT examination cancellation must be provided to PMI or cancellation charges may be imposed on sponsor.

### Timeline for Candidates

Deadlines	Action
50 days before exam	Candidates will be able to schedule examination.
45 days before exam	All paper applications and examination fees must be submitted to PMI.
40 days before exam	Online applications must be submitted by this time, as all online applications are subject to a five (5) day review period.
35 days before exam	Examination roster is locked. If paying individually, candidates must submit payment by this time. Applications, cancellations and reschedules are no longer accepted for the PBT event.
20 days before exam	PMI emails examination location and schedule information to candidates.
6 weeks after exam date	Examination reports are available to candidates who applied online through the certification system.

# PBT Information for Candidates

## Facility Requirements

Both PMI and Prometric have expectations of the facilities in which our examinations are administered. Please review the list below. If your organization is providing the facilities for the examination event, please ensure that your facility meets the below standards.

### Characteristics of an appropriate facility

**Lighting:** Poor lighting can result in candidates misreading words or cause eye strain, which can lead to headaches and other physical ailments. Determine where lights are placed and how they impact the candidates. Notice where and when the sun enters and make sure there are suitable ways to manage the sun's glare. Additionally, make sure the maintenance staff will respond quickly to remedy any lighting outages.

**Ventilation, heating and air-conditioning:** Trying to take a test while uncomfortable due to poor environmental controls can undermine performance. Determine if you can adjust the thermostats in individual rooms so that temperatures can be controlled depending on internal factors, such as the number of people in the room, or external factors, such as heat generated by the sun. Do fans move air regularly?

**Maintenance:** Is the building you've selected well maintained, clean and neat? Is the furniture functional, comfortable and clean? All these factors contribute to an overall feeling of well being for the building's occupants – an important consideration for those undergoing testing.

**Security:** Candidates can't concentrate on their tests if they have to stay alert for security risks. Is the building in a safe neighborhood that gets regular police patrols? Are the door locks secure after hours? Are there facilities where you can confidently store and lock PMI and Prometric materials as well as candidates' personal belongings?

**Noise control:** Are there adequate sound retardants in place so that noise from other rooms or other parts of the building is minimized? If the building is located in a high-traffic area, can external noises be muted or softened?

**Access:** Is the building easily accessible by public transportation or automobile? If most candidates will drive to the testing center, does it provide adequate and secure parking? The building also should provide easy access for those with disabilities or those in wheelchairs. Elevators are required if the testing rooms are on a second floor or above.

**Adequate room size:** Are the rooms big enough to accommodate test takers easily? Will the testing staff have ample space to move around the testing room without disturbing the candidate's concentration? Please note, rooms with partitions are not acceptable.

**Rest rooms:** These facilities should be near the testing rooms. They should be clean and well equipped.

**Clean, comfortable furniture.** If furniture is provided, are tables large enough to seat candidates at least 5 feet apart? Please note, lapboards and study carrels are not acceptable and cannot be used. Are chairs comfortable and sized for the average adult?

**A desk or table must be provided for the Proctor and Supervisor.**

[SPONSORS CAN COMPLETE APPLICATION HERE](#)

## PBT Information for Candidates

A sponsor is any organization that chooses to organize a PBT event. Sponsors, please add your organization's contact information below and provide copies of this page and the next page to PBT examination candidates.

Sponsor: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Web Address \_\_\_\_\_

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- Candidates who live at least 300 km/186.5 miles from a Prometric Testing Center (CBT) site
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  - Only employees of the corporation may test at these events

**NOTE: Candidates do not have the option of taking a CBT or PBT exam. Candidates can only take a PBT exam if they meet one of the two criteria listed above.**

Candidates who are interested in applying for a PMI credential should contact the appropriate sponsor to learn when and where the next PBT group administration event will be held.

All candidates are required to review their [respective handbook](#) for details on the policies and procedures before applying for a PMI credential.

The information provided here is an addendum to the credential handbooks and is intended for PBT candidates only. Candidates who participate in a PBT exam will be held to different submission deadlines than those applying for a CBT exam. (See the Timeline for Candidates.)

Candidates for PMI credentials are advised to apply using the [online certification system](#) for more efficient application processing. Candidates who are unable to apply online may apply by downloading a printable application from the [respective credential page online](#).

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20 days before exam	PMI emails examination location and schedule information to candidates.
6 weeks after exam date	Examination reports are available to candidates who applied online through the certification system.