



Certified Professional Technical Communicator Candidate Guidance

June 2024

FOUNDATION EXAM CANDIDATE GUIDANCE

1 INTRODUCTION

- 1.1 The objective of the examination is to enable you to demonstrate an understanding of the Certified Professional Technical Communicator (CPTC™) theories, concepts, models, genres, and approaches used in technical communication. The Foundation exam uses objective test questions, which require you to choose a response to a question from a set of choices, for which the correct answer is pre-determined.
- 1.2 The following paragraphs explain the format of the question papers, and the different styles of question asked. Some suggestions on how to approach answering the various styles of question are also included.

2 STRUCTURE OF THE PAPER

The examination paper consists of:

- 2.1 A Question Booklet that contains 50 questions. Each question covers a different syllabus topic and is worth 1 mark. The pass mark is 35.
- 2.2 The Answer Sheet on which your answers must be given. There will only ever be **one correct answer** to each question. If more than one answer is given in the answer sheet the response line will be void and will attract no marks. Marks are not subtracted for incorrect answers.

3 CPTC SYLLABUS AREAS ADDRESSED

The exam consists of 50 questions in total that cover all areas of the CPTC Foundation syllabus. The full CPTC syllabus is available from the Society for Technical Communication, APMG or from your Accredited Training Organization.

4 STYLES OF QUESTION

- 4.1 There are a number of different test styles used within the paper. All test styles are based on the selection of the correct answer from a choice of 4 options.

- 4.2 The exam questions use terminology from the 7th edition of *Technical Communication Today*.

- 4.3 The test styles are:

4.4 Standard

How are point sentences used in a paragraph?

- a) Used frequently to emphasize the message being conveyed
- b) Placed up front to introduce a new topic
- c) Positioned to create a link from one topic to the next
- d) Used to paraphrase the paragraph's overall claim

4.5 Negative

Which is **NOT** a guideline for working with visuals in a presentation?

- a) Keep the tables small and simple
- b) Use lists instead of paragraphs and sentences
- c) Use a variety of text alignments for graphics
- d) Put five or fewer items on a slide

4.6 **Missing Word**

Identify the missing words in the following sentence.

An effective information graphic should [?] the written text, not replace it.

- a) accentuate
- b) enhance
- c) reinforce
- d) supplement

4.7 **Select (list)**

Which of the following are types of usability tests?

- 1. Read and locate
- 2. Surveying
- 3. Focus groups
- 4. Copyediting

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

4.8 **Select (evaluate)**

Which of the following statements about the five stages of the technical writing process are true?

- 1. When writing documents, you will need to move back and forth iteratively among the stages
- 2. The second stage involves organizing and drafting

- a) Only 1 is true
- b) Only 2 is true
- c) Both 1 and 2 are true
- d) Neither 1 or 2 is true

4.9 **Sequence**

In what sequence do teams usually progress through Tuckman's four stages of team development?

- 1. Storming
- 2. Forming
- 3. Performing
- 4. Norming

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

5 TIME MANAGEMENT

The exam is 40 minutes in duration. You must manage your time in order to complete all questions. All questions should be attempted. If you wish to write your answers on the question paper first, you must be aware of the additional time needed to transfer the answers to the Answer Sheet. Only answers correctly submitted on the Answer Sheet will contribute to the result.

No support material is permitted. This is a closed book exam.

6 USING THE ANSWER SHEET

- 6.1 The Answer Booklet is read electronically and the results generated by computer. It is therefore essential that you follow the instructions given and mark your answers accordingly. Failure to do so may lead to delay and, in some cases, answers being void.
- 6.2 Record your seat number in the footer at the bottom of the page and also in the 3 boxes at the top right. Fill in the associated ovals next to the 3 boxes as shown in the example below for candidate 004.

Seat Number

	+	+	+	+	+	+	+	+	+	+
0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>				

- 6.3 Select your answers by filling in ovals that relate to your chosen response, e.g.

	A	B	C	D
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

- 6.4 Fill the oval in **IN PENCIL**, **NOT PEN**. If a pen is used, the answers may not be marked.

Acceptable ways to complete the answer sheets are either:

 completely filling in the oval or  drawing a line through the centre of the oval, ensuring between 80-100% is filled.

Any other method, including ticks or crosses, is not acceptable and may not be marked.

- 6.5 If you wish to change your answer during the exam, completely erase your original answer and mark your new answer. If there is more than one oval marked for an answer, the question will score zero.

7 USING THE ONLINE EXAMINATION SYSTEM

- 7.1. Sample papers are available to take online should you wish to experience the examination system prior to the live examination. Please see <https://sampleexams.apmg-international.com/Marlin/SamplePapers.aspx> for more details.

8 USING THE PROCTORU SYSTEM

- 8.1. If your examination will be invigilated through our partners at ProctorU, please ensure that you are using a device to which you have administrator rights and meets the system requirements. Please run the system checks on the device you plan to use prior to the examination starting to

ensure it meets the requirements and avoid issue on the day of your examination. Please see further information at <https://www.proctoru.com/portal/apmg-international>

9 REQUESTING EXAMINATION ADJUSTMENTS

- 9.1 If you have any access or support requirements which mean you would like to make an adjustment request to enable you take the examination, please do so in advance of the examination session. Please speak to your ATO or see our Equality Policy at <https://apmg-international.com/copyright-legal-policies> for further information.