Exam Instructions

Please see below the instructions for completing your Masterclass exam. It consists of four parts:

- **Part 1**: a production schedule
- **Part 2**: a production budget
- **Part 3**: a bid letter
- **Part 4**: multiple choice questions (online exam)

Part 1

Using the provided script, the PIBS and the Agency schedule, your task is to create a production schedule which covers and meets all deadlines required by the Agency/Client and which will enable you to produce/deliver the film. The

scheduling template is available in your Learning Platform in the 'Exam' folder.

Part 2

Using the provided script, the PIBS, your production schedule & the example kit quotes, prepare a production budget. The budgeting template is in your Dropbox exam "Blank Templates" subfolder. **The cover page of your budget must consist of your name as the producer**. As a guide, the ballpark for this budget is £400k. Note that the kit quotes provided do not cover all the equipment the production might need – for example they omit DIT, Sound, Digislate & Walkies & should instead be viewed as a guide.

Part 3

Write a bid letter, outlining your budget & costs to the agency with reference to the PIBS.
Please deliver ONE hard copy of Part 1, 2 & 3 to the APA office by 18.00 on Friday 28th February (office closes at 18:00 - address below). Please ensure your hard copy is clearly marked with your name & company in an envelope or clear polypocket. You will receive your results up to 4 weeks after the deadline closes.

APA
47 Beak Street (1st Floor)
London W1F 9SE

Part 4

HERE is a link to your online multiple choice exam. **THE TEST MUST BE COMPLETED IN ONE SITTING.** Whilst there is no time limit once you have started it, please ensure you have allocated enough time to complete the questions as you will not be able to return once you have completed it. Once finished, your results will be automatically emailed to the APA.

The online exam questions will close at MIDNIGHT on Friday 28th February so must be completed before then.

Good luck everyone!!!