

APICS On-line Course Registration, EdAssist Instructions & Exam Study Guide

APICS is part of ASCM. ASCM is built on a foundation of APICS certification and training spanning 60 years.



Content

1. Applying for Membership
2. CSCP Students Apply for Exam Eligibility
3. Register for Course
4. Getting Started with EdAssist
 - Which Certification Course are you applying for?
 - CSCP / CLTD
 - CPIM
5. Pay Your Invoices
6. Post Course - Exam Preparation & Exam Taking Tips
7. Submitting your APICS Exam & Course Grade Documentation



Applying For Membership

Step 1: Applying for ASCM Membership

Prior to registering for an online class you need to become an ASCM member.

[Request a membership as part of Northrop Grumman's ASCM Corporate Membership through this link.](#)

The request page will ask you to sign into ASCM or create a profile.

- Sign in or create a new ASCM profile. Remember to list our company, and use your NG email address when creating a the profile.
- After signing into the site or creating a new profile, the request has been completed. You will see one of two messages below:
 1. Your request has been submitted and is in review.
 - Please contact your administrator, Eric Schaudt, and he will complete the process. You can also contact them with any questions.
 2. Or - You already have an active ASCM membership.
- The administrator will notify you once the membership has been assigned.

ASCM ASSOCIATION FOR SUPPLY CHAIN MANAGEMENT

Log in to ASCM

Please log into the ASCM network. If you do not have a profile, create one [here](#).

Username Password

[Forgot your username?](#) [Forgot your password?](#)

Remember me?

The logo for the Certified Supply Chain Professional (CSCP) program. It features the letters 'CSCP' in a large, bold, white, sans-serif font on a red rectangular background. To the right of the letters, the words 'CERTIFIED SUPPLY CHAIN' and 'PROFESSIONAL' are stacked in a smaller, white, sans-serif font. A black L-shaped graphic is positioned in the top right corner of the slide, partially overlapping the red logo box.

CSCP

**CERTIFIED SUPPLY CHAIN
PROFESSIONAL**

CSCP Students Only - Apply for Exam Eligibility

Step 2: CSCP Students Only - Applying for Exam Eligibility

Part of the course registration requirements is to verify eligibility to sit for the CSCP exam.

To be eligible for the APICS CSCP designation, you must have:

- 3 years of related business experience or
- Bachelor's degree or the international equivalent*, or
- CPIM, CPIM-F, CLTD, CIRM, SCOR-P, C.P.M., CSM or CPSM designations

*APICS defines the international equivalent of a Bachelor's degree as the level of study that would qualify an individual for a graduate program in the country where the undergraduate degree was earned.

Here is the on-line CSCP eligibility application - <http://www.apics.org/careers-education-professional-development/certification/cscp/eligibility-application>

Contact ASCM Corporate Development Support Team at northropgrumman@ascm.org if you have any questions or concerns.



Registering For Your Course

Step 3: Registering for your course

- Register online
 - CPIM Package (Part 1 & 2) and CSCP Registrations: [register through APICS](#)
 - CLTD Registrations: [register through Fox Valley Technical College \(FVTC\)](#)

The screenshot displays a LinkedIn feed with several posts from ASCM/APICS. The top post is a video titled 'ASCM/APICS Supply Chain Certifications'. Below it are several posts with images and text:

- A post titled 'Not sure which APICS Certification is right for you?' with a 'Webinar - 36m' duration and 9 likes.
- A post titled 'Supply Chain Certification Comparison Chart' with a 'Pdf - 15m' duration and 6 likes.
- A post titled 'APICS Supply Chain Management Certification - CSCP | ASCM' with an 'Online Resource - 10m' duration and 14 likes.
- A post titled 'APICS Planning & Inventory Management Certification - CPIM | ASCM' with an 'Online Resource - 10m' duration and 6 likes.
- A post titled 'APICS Logistics Certification - CLTD | ASCM' with an 'Online Resource - 10m' duration and 6 likes.
- A post titled 'How do I sign up for an ASCM/APICS membership?' with a 'Pdf - 15m' duration and 6 likes.
- A post titled 'APICS On-line Course Registration EGAssist Instructions and Study...' with a 'Pdf - 30m' duration and 6 likes.
- A post titled 'CSCP, CPIM Launchmsg, March, 2021.pdf' with a 'Pdf - 30m' duration and 9 likes.
- A post titled 'CLTD Launchmsg, March, 2021.pdf' with a 'Pdf - 30m' duration and 9 likes.

A red box at the bottom right of the screenshot contains the text: **You will need class information in the launch messages to register for a course (click image for access)**. Two red arrows point from this box to the 'CSCP, CPIM Launchmsg, March, 2021.pdf' and 'CLTD Launchmsg, March, 2021.pdf' posts.



Getting Started with EdAssist

Questions with EdAssist

Professional Certification Exams and Exam prep courses need to be taken at a regionally accredited school OR an approved non-accredited provider listed on the NGC Master Vendor List for approved vendors.

Ineligible Costs

The following costs are not eligible for education assistance:

- Parking fees.
- Student ID cards.
- Lodging, transportation, per diem, and meals.
- Purchased degrees where full credit is given without requisite educational effort by the participant.
- Courses taken on an audit basis.
- Courses taken at a non-accredited branch of a regionally accredited institution. The invoice and grade document submitted for reimbursement must be from a regionally accredited institution to be accepted.
- Test or exam preparation not meeting course eligibility requirements.
- Subscriber fees for Internet service providers.
- Telephone access or upgrade charges.
- Repeated course(s); Eligible costs associated with a course are only paid via the Education Assistance Program one time.
- Memberships.
- Annual maintenance and renewal fees.
- Late fees, add/drop fees, deferred payment charges, and interest on education loans.
- School supplies and equipment, including calculators, computer hardware, and software.
- Conference, seminar, and/or symposium fees.
- Tutoring.
- Proctoring not provided through the approved institution.
- Shipping and handling fees for books or other materials.
- Subscriptions for online learning content.
- Certification and/or license renewal fees.
- Other miscellaneous student fees that the company determines are inappropriate for such assistance.

Credit Card
Convenience fees

Step 4: Get Started with EdAssist

60 days before the start of class, the [EdAssist](#) window opens and you can initiate Northrop Grumman's education assistance process.

- You must complete the **education assistance process** to receive your AMEX V-card (virtual debit card) to pay for the class
- All payments must be completed prior to the “Payments Due/Last Day to Cancel” date in the launch message or you will not be enrolled in the course
- A career development discussion with your manager will ensure your education pursuits align with your job and career development goals
- Your manager must concur the degree or certification is job related and approves your request before you proceed



Which Certification Course Are You Applying For?

EdAssist Application Instructions

[Click image for instructions](#)

CSCP CERTIFIED SUPPLY CHAIN
PROFESSIONAL

CLTD CERTIFIED IN LOGISTICS,
TRANSPORTATION AND DISTRIBUTION

CPIM CERTIFIED IN PRODUCTION
AND INVENTORY MANAGEMENT



CSCP/CLTD - Submit EdAssist Program of Study & Payment Request

All instructions are for the CSCP certification, just replace CLTD for CSCP if that's the course you are submitting

CSCP/CLTD: Submit a Program of Study & Payment Request

Bright Horizons
EdAssist Solutions

Home Education Coaching History **NEW APPLICATION** ?

+ Messages 0 New

Schedule Free Education Coaching

View Discounts from Network Schools

Using Your Benefits

Northrop Grumman Education Assistance Program

Programs & Benefits

Welcome! Select your desired program, degree and benefit period to track your education expenses.

Program: Certification Progra...
Degree: Certification/Design...
Benefit: 2020

Amount Submitted Limit: 10000

Paid: 0 **Requested:** 0 **Remaining:** 10000

Action Needed

CSCP/CLTD: Submit a Program of Study & Payment Request

Bright Horizons EdAssist Solutions

Home Education Coaching Hist **NEW APPLICATION** ?

Contact Information **2** Programs **3** Expenses **4** Agreements **5** Review & Submit Get Live Help

New Application

Programs



What is your education objective?

Select both fields below to identify education objectives.

Education Program

Certification/Designation

Specialization

Certified Supply Chain Profession...

Post Nominal Letters

CSCP

"Course Begins" date
(From Launch Message)

"Exam Credit Expires" date
(From Launch Message)

What are the estimated dates this certification will be valid?


Valid From






04/13/2020

Through

09/05/2020



CSCP/CLTD: Submit a Program of Study & Payment Request

 **What Program would you like to use?**

- Northrop Grumman Tuition Reimbursement Program (ineligible) 
- Disbursement Program - Graduate (ineligible) 
- Disbursement Program - Undergraduate (ineligible) 
- Certification Program - Tuition Reimbursement 
- Certification Program - Disbursement 

Expenses

- Exam
- Exam and Prep Courses
- Courses



CSCP/CLTD: Submit a Program of Study & Payment Request

Bright Horizons
EdAssist Solutions

Home Education Coaching **History** **NEW APPLICATION**

1 Contact Information 2 **Programs** 3 Expenses 4 Agreements 5 Review & Submit **Get Live Help**

Who is your Education Provider?

Name
Fox Valley Technical College

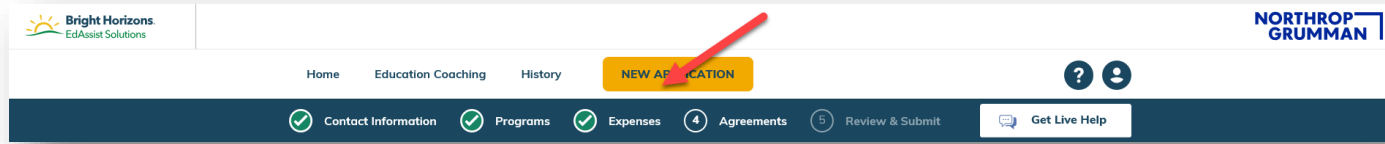
Student ID
1022801

Address
3rd Party ContractOffice POBox 2277
1825 N Bluemount Dr
Appleton, WI 549122277

CONTINUE Cancel

Use your ASCM ID

CSCP/CLTD: Submit a Program of Study & Payment Request



Expenses

Session Information

Session Start Date: 04/13/2020

Session End Date: 09/05/2020

Are you graduating or completing your education program with this session?

Yes No

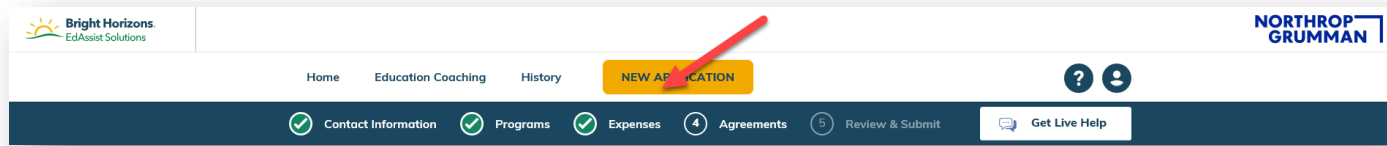
Graduation Date: 09/06/2020

"Course Begins" date
(From Launch
Message)

The day after the "Session End Date"

Important note: No later than 180 days after the course end date, you must submit all documentation for the prep course and certification exam at the same time.

CSCP/CLTD: Submit a Program of Study & Payment Request



Add a Course & Related Expense

Course Name
Certified Supply Chain Professional

Course Number
CSCP APR

Amount
2421

Credit Hours
40

Instructional Method
Online

Course Related Expenses

"Exam Amount" is the "Corporate Member Price" from the launch message

Important note: No later than 180 days after the course end date, you must submit all documentation for the prep course and certification exam at the same time.

CSCP/CLTD: Submit a Program of Study & Payment Request

Bright Horizons EdAssist Solutions

Home Education Coaching History **NEW APPLICATION**

5 **Review & Submit** Get Live Help

Agreements Edit
Grants, Scholarships & Discounts
None 0

Additional Information

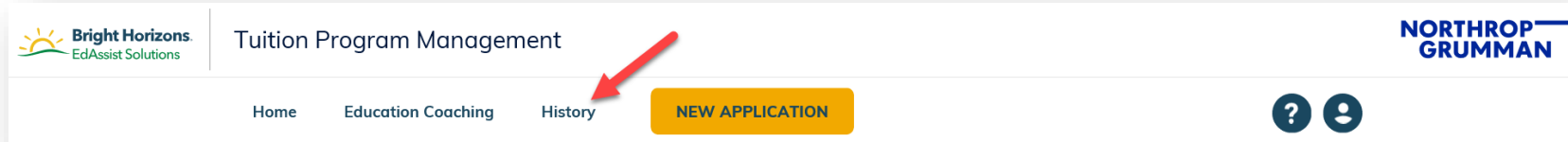
Supporting Documentation What document types are supported?
Please upload completion documentation. Only one Document Type can be selected at a time.

Drag Document here to upload or Select File

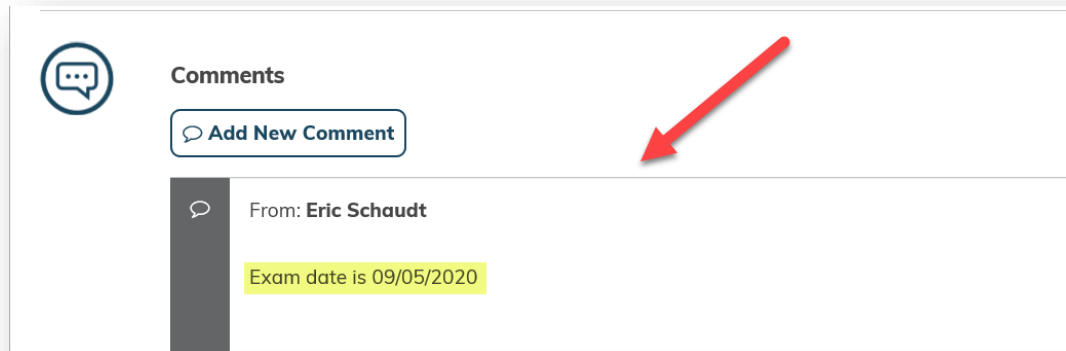
This application currently has no supporting documentation.

SUBMIT APPLICATION Delete

CSCP/CLTD: Submit a Program of Study & Payment Request



After clicking the “Submit” button select the “History” button then click the application number and add a comment stating the date of your exam. Use the “Exam Expires” date from the launch message.



Proceed to Pay Invoices (Step 5)

[Jump to Step 5](#)

CPIM Package (Part 1 & 2) - Submit EdAssist Program of Study & Payment Request

There are TWO CPIM courses and two exams in the CPIM Package, Part 1 and Part 2.

CPIM: Submit a Program of Study & Payment Request

Bright Horizons
EdAssist Solutions

Home Education Coaching History **NEW APPLICATION** ?

+ Messages 0 New

Schedule Free Education Coaching

View Discounts from Network Schools

Using Your Benefits

Northrop Grumman Education Assistance Program

Programs & Benefits

Welcome! Select your desired program, degree and benefit period to track your education expenses.

Program: Certification Progra...
Degree: Certification/Design...
Benefit: 2020

Amount Submitted Limit: 10000

Paid: 0 **Requested:** 0 **Remaining:** 10000

Action Needed

CPIM: Submit a Program of Study & Payment Request



New Application

Programs



What is your education objective?

Select both fields below to identify education objectives.

Education Program

Certification/Designation

Specialization

Other

Other Field of Study

Production & Inventory Mgmt.

Post Nominal Letters (Optional)

CPIM

CPIM_1 "Course Begins" date (From Launch Message)

CPIM_2 "Exam Expires" date (From Launch Message)

What are the estimated dates this certification will be valid?

Valid From (Optional)

01/21/2021






Through (Optional)

10/09/2021

CPIM: Submit a Program of Study & Payment Request



What Program would you like to use?

- Northrop Grumman Tuition Reimbursement Program (ineligible) 
- Disbursement Program - Graduate (ineligible) 
- Disbursement Program - Undergraduate (ineligible) 
- Certification Program - Tuition Reimbursement 
- Certification Program - Disbursement 

Expenses

- Exam
- Courses

If you are requesting assistance for prep course and exam costs, please select the "Courses" option. Enter the prep course dates and details where prompted. Please add the exam and associated costs as an expense. If you are requesting assistance for examinations costs only, please select the "Exam" option.

CPIM: Submit a Program of Study & Payment Request

The screenshot shows the 'Who is your Education Provider?' form in the CPIM system. The top navigation bar includes 'Bright Horizons EdAssist Solutions' and 'NORTHROP GRUMMAN'. The main navigation menu has 'Home', 'Education Coaching', and 'History' (with a red arrow pointing to it), followed by a 'NEW APPLICATION' button. A progress bar below the menu shows steps: 1. Contact Information (checked), 2. Programs (active), 3. Expenses, 4. Agreements, and 5. Review & Submit. A 'Get Live Help' button is also present.

The form content includes:

- Who is your Education Provider?** (with an 'Edit' button)
- Name:** Fox Valley Technical College
- Student ID:** 1022801 (with a red arrow pointing to a red box that says 'Use your ASCM ID')
- Address:** 3rd Party ContractOffice POBox 2277, 1825 N Bluemount Dr, Appleton, WI 549122277
- Buttons:** 'CONTINUE' and 'Cancel' at the bottom.

CPIM: Submit a Program of Study & Payment Request

Important note: No later than 180 days after the end date, you must submit all documentation for both prep courses and certification exams at the same time.

Class Number (each row is a different class but same course)	Course Registratio ns Begin	Course Registrations End	Invoices Emailed Out	Payments Due	Course Begins	Course Ends	Exam Credit Expires
CPIM Part 1 & Part 2 Package							
CS_111320_CPIM Package *	11/6/2020	12/3/2020	12/4/2020	12/17/2020	1/11/2021	3/24/2021	6/15/2021
Part 2		4/12/2021	Last Day to Cancel		5/3/2021	7/25/2021	10/9/2021
CS_121820_CPIM Package	12/18/2020	1/21/2021	1/22/2021	2/5/2021	2/22/2021	5/2/2021	8/4/2021
Part 2		4/20/2021	Last Day to Cancel		6/14/2021	9/5/2021	11/20/2021
CS_020521_CPIM Package	2/9/2021	3/4/2021	3/5/2021	3/19/2021	4/5/2021	6/13/2021	9/15/2021
Part 2		7/6/2021	Last Day to Cancel		7/19/2021	10/10/2021	1/22/2022
CS_011921_CPIM Package	3/19/2021	4/13/2021	4/16/2021	5/3/2021	5/17/2021	7/25/2021	10/27/2021
Part 2		8/16/2021	Last Day to Cancel		9/13/2021	12/5/2021	2/12/2022

New Application

Expenses



Session Information

Session Start Date

Session End Date

Are you graduating or completing your education program with this session?

Yes No

Expected Graduation Date

Same as "Exam Credit Expires" date

Information from Launch Message

CPIM: Submit a Program of Study & Payment Request

Bright Horizons EdAssist Solutions

Home Education Coaching History **NEW APPLICATION**

5 Contact Information 4 Programs 3 Expenses 2 Agreements 1 Review & Submit Get Live Help

Add a Course & Related Expense

Course Name: CPIM Part 1 & Part 2 Package

Course Number: CPIM PKG APR

Amount: 3249.00

Credit Hours (Optional): Hours

Instruction Type: Online

ADD AN EXPENSE

Important Tax Information

In compliance with IRS regulations, employer provided educational assistance is exempt from taxation up to a maximum of \$5,250 per calendar year. Taxes will be assessed if, at the time of payment processing, your total amount of tuition assistance paid in the calendar year exceeds the allowable non-taxable amount.

We have created a tax estimator to help you determine your estimated tax liability so you can determine the amount of tax that will be withheld from your paycheck following grade submission and approval by EdAssist. Click [HERE](#) for tax estimator.

In compliance with IRS regulations, employer provided educational assistance is exempt from taxation up to a maximum of \$5,250 per calendar year. Taxes will be assessed if, at the time of payment processing, your total amount of tuition assistance paid in the calendar year exceeds the allowable non-taxable amount. We have created a tax estimator to help you determine your estimated tax liability so you can determine the amount of tax that will be withheld from your paycheck following grade submission and approval by EdAssist. Click [HERE](#) for tax estimator.

ADD COURSE Cancel

Information from Launch Message

CPIM: Submit a Program of Study & Payment Request

Bright Horizons EdAssist Solutions

Home Education Coaching History **NEW APPLICATION** ?

Contact Information Programs Expenses Agreements Review & Submit Get Live Help

Course & Expense Information

COURSE	Amount	Related Expenses	Credit Hours
CPIM Part 1 & Part 2 Package (CPIM PKG APR)	3249	0	

[Edit](#) [Remove](#) **Total: 3249**

ADD A COURSE & RELATED EXPENSE



Pay Your Invoices

Step 5: Pay Your CSCP or CPIM Invoice

- After CSCP or CPIM registration, per the schedule in the launch message, you will receive two (2) invoices from ASCM (not Fox Valley Technical College):
 1. One (1) for online course, materials and exam;
 2. One (1) for shipping and tax and (**This is your responsibility to pay**)

Card Details Benefit Period (Optional) All ▾

Billing Address: Northrop TUI VPAYMS 1140.1745
West Nursery Rd A Linthicum, Maryland 21090 Use this virtual card for education purchases made online, in the mail, or over the phone. Check with your vendor to see if it will be accepted at a physical store or other point-of-sale.

Application (Optional)
APICS Feb 22, 2021 - May 16, 2021 #81091... ▾

2517.84 **2421** **96.84**
Credit Line Transactions Available

Available until (not card expiration date)
09/13/2021

NORTHROP GRUMMAN

3700 2176 0973 261 Copy

Exp 01/2026 Copy Sec 6366 Copy

The reason for the extra funds are in case of an unknown credit card fee or another eligible school expense that was not known at the time of submission. The extra funds are equal to 4% of the requested amount, if cap limit is available to do that. If no cap limit to add extra funding, it is not included.

If extra funding is used for an ineligible expense you will need to repay it at the end of the term when documents to show course and exam success are submitted.

Note: You may get more funding then requested

Step 5: Pay Your CSCP or CPIM Invoice

- You will be sent an email notification from EdAssist once the disbursement application is approved by your immediate supervisor. Instructions on how to print out the AMEX V-card will be included.
- **The V-card expires after 60 days make sure everything is paid before then.**
- Once the invoices are received, visit [ASCM's payment portal](#) and pay your invoice using the AMEX V- Card.

Step 5: Pay Your CSCP or CPIM Invoice (cont.)

- An e-mail will also be sent indicating your material order has been shipped. This e-mail will include the shipment tracking number.
- An email from ASCM Learning System Customer Service will be sent to you to create your username and password for the web-based component of the learning system at – <http://apics.partnerrc.com>.
- A welcome email will be sent to you by Fox Valley Technical College (FVTC) the Wednesday before your online class begins.
- The welcome e-mail will provide instructions on how to access your online Class.

Step 5: Pay Your CLTD Invoice

- Payment instructions for CLTD classes will be on the registration page on FVTC's website
 - For assistance with payment please contact Brenda and Mary at APICSOnline@fvtc.edu or (920) 993-5150
- An e-mail will also be sent indicating your material order has been shipped.
 - This e-mail will include the shipment tracking number
- A welcome email will be sent to you by FVTC the Wednesday before your online class begins. The welcome e-mail will provide instructions on how to access your online course.

Note: shipping and tax cannot be paid for with the AMEX V-card.

- 1. It is your responsibility and must be paid separately*
- 2. Your course materials will not ship until both invoices are paid*



Post Course - Exam Preparation & Exam Taking Tips

Exam Preparation Tips - Contents

- Course finished but not ready to sit for the exam?
- Take the online quizzes & practice tests
- Retake the quizzes, tests & exams
- Preparation Lessons Learned & Advice
- Additional Resources

Exam Preparation Tips –

Course finished but not ready to sit for the exam?

Fox Valley Technical College does a good job with their online courses, but you are not ready to take the exam after the course is finished.

Even if you get an “A” you must dedicate at least three weeks of focused study before taking the exam.

The overall pass rate for this exam is 68%. It is a challenging, high stakes exam.

This isn't intended to scare you, but to advise you not to be over confident once you complete the course. Here is advice on how to prepare after you finish the course.

Exam Preparation Tips - Take the online quizzes & practice tests

Students who score 80% or better on the practice tests and quizzes are almost assured of passing, so we recommend you:

- Take all the chapter quizzes in the Learning System
- Repeat the Learning System quizzes – Start with those on which you had the lowest scores
 - You may need to take one quiz several times if it remains your lowest score
 - Ask your instructor questions and reread the material to get a better understanding of the concepts underlying any quiz you need to repeat
 - Continue repeating until you consistently achieve 80% or better on each quiz
- Take the tests – Do the pre-test and any practice tests available

Exam Preparation Tips - Retake the quizzes, tests & exams

Retake the pre-test, and on-line practice exam in the Learning System as often as you need to until you consistently achieve 80% or better.

The practice exam is similar in “feel” to the real exam.

Retaking these tests will help you get past any nervousness more quickly when you take the real exam.

Be sure to take the time to understand why you answered a question incorrectly and why the correct answer is the correct answer.

One of the advantages of the quizzes and the exams is they bring forgotten or half-remembered concepts into your conscious mind, which means your memory of them will be strengthened.

Exam Preparation Tips - Preparation Lessons Learned & Advice

There are a lot of studies which show simply re-reading the material doesn't do much for students; quizzing yourself is much more effective.

Caution - one error some candidates make is reviewing the questions over and over until they have the questions and answers memorized.

Memorization does not equal understanding and these candidates invariably do poorly on the exam and don't understand why.

Use the quiz and exam questions to strengthen your memory of the concepts, not to memorize the answers.

Exam Preparation Tips - Preparation Lessons Learned & Advice (cont.)

Use a concept called "spaced repetition."

Study some every day, not a lot the night before the exam.

Study in 20 to 30 minute cycles with short breaks (get up and stretch, use the restroom or get a drink of water).

Trying to study too long without breaks has been shown to be ineffective.

It overwhelms your working memory - you need breaks.

Exam Preparation Tips - Preparation Lessons Learned & Advice (cont.)

Practice your vocabulary - Use or print out the online flashcards.

APICS vocabulary is a significant portion of the exam and will help you determine which concepts you understand and which you need to study in more depth.

Use the list of terms listed in the exam content manual (located in the front of the module one study book).

Make sure you have a working understanding of what they mean, use the free APICS Dictionary app.



Vocabulary & Terms can make or break your understanding of the question.

Good luck. Keep practicing and you will pass.

Additional Resources

Improve Your Performance on the APICS CSCP Certification Exam

Study recommendations from successful APICS CSCP candidates

APICS

Understanding a Scaled Score

What is a scaled score?

A scaled score is the total number of correct questions (raw score) that have been converted onto a consistent and standardized scale. For CPM exams and the SCOR-P and GLA endorsements, the converted raw passing score equals 300 on a scale of 265 to 330 and for CSCP exam the converted raw passing score equals 300 on a scale of 200 to 350. In order to better understand how a raw score is converted to a scaled score, let's look at a familiar example: Converting miles to kilometers. One mile equals 1.60934 kilometers. The length of distance has not changed, only the way in which the data is being reported. Scaled scoring is used as a best practice for reporting high stakes certification exam scores to manage the potential differences in difficulty across unique forms.

Why use scaled scoring?

In order for a fair and consistent decision to be made on exam results, scores need to be comparable, meaning that scores from different forms of a test should indicate the same level of performance no matter which exam form a test taker has received. This will also take into account the potential variability in difficulty between unique exam forms. Though test developers adhere strictly to test specifications when developing multiple exam forms that are similar in difficulty, they are rarely equal in difficulty. Furthermore, percent-correct scores do not always represent a fair comparison of different forms. For example, a test taker scoring 50% correct on a harder exam form would have more knowledge and skills than another test taker scoring 60% on an easier form. For the same reason, raw scores cannot be used, as two test takers could get the same raw score on two different forms, yet the test taker who took the more difficult form would have demonstrated a higher level of performance than the test taker who took the relatively easier form if they each got the same number of questions correct. A scaled score provides a standard range for test takers and permits direct and fair comparisons of results from one exam form to another.

APICS World Wide Member Location | 11775 267-1776 | APICS
 North America | 11900 614-2100 | TEL: 9800
 Orlando, FL 32835-1064 | 11775 839-2000 | FAX: 9800

Click the images, documents are hyperlinked.



Exam Taking Tips

Exam Taking Tips - Tips for Better Test Taking

- Do a memory dump **after you start the exam**: formulas, dates, etc.
- Read the question and answers and make a tentative selection
- Don't pick the first "good" answer; select the **BEST** answer
- Reread the question and answers to confirm your selection

Exam Taking Tips - Tips for Better Test Taking (Cont.)

- APICS likes answers that suggest empowerment, information sharing, trust, speed, flexibility, feedback, partnerships, collaboration, Lean/JIT, quality, **and especially the “Customer”**
- (Almost) Never say “never” — nor “always”
- Watch out for “EXCEPTS”
- Beware the obvious

Exam Taking Tips - Tips for Better Test Taking (Cont.)

- Every item has four answer choices
- Two are usually “throwaways,” one is almost right, and one is “best”
- You want the “best” answer
- Sometimes, you must pick the “least obnoxious answer”
- Leave no question unanswered — even if you don’t have time to read it!

Exam Taking Tips - Tips for Better Test Taking (Cont.)

- On “multiple answer” questions, review the I, II, III, IV statements; select the true response(s)
- Then pick the a,b,c,d answer that matches your selection. If there isn't an answer that matches your selection, attack the problem logically
- Don't let present job/experience get in the way!
- The APICS Body Of Knowledge (BOK) is much broader than your job
- Remember the exam questions will test your knowledge of the APICS BOK, as APICS defines it

Exam Taking Tips - Tips for Better Test Taking (Cont.)

- Have a light snack before starting
- If you use prescription glasses for computer work be sure to bring them
- If you have a cold bring tissues, cough drops, etc.
- Come early and stay calm!
- You don't need pencils, calculators, etc.

Exam Taking Tips - Test-taker's Top Five Problems

- Not studying the Exam Content Manual/Sample Questions
- Not knowing underlying concepts
- Confusing job practices with the APICS BOK
- Trying to predict test questions
- Carelessness—not paying attention to each WORD in the questions

Exam Taking Tips - Most Common Errors During the Test

- Not setting a schedule
 - You have about 2-½ minutes for each question; allow about 1-½ minutes for the “first pass”
 - Use the extra time (about an hour) for review
- Not knowing the considerations when changing your answer (and second guessing yourself out of a right answer!)
- Not checking the last step or comparing your scratch calculation to the answer selected

Exam Taking Tips - Test Taking Tip From: H David Paris (APICS Certified Instructor)

“I have some advice after teaching CPIM for 25 years and passing many APICS exams. Someone smarter than I once advised:

- On the first pass through the questions, only answer the ones you are sure of. If you leave 25% or so unanswered, that's great. Never make notes on what you think the best answer might be.
- On the second pass there will be questions you can answer and you don't know why you didn't answer them the first pass. That's because for some reason you were confused by the question the first pass, but not the second pass. Please realize these are questions you would have gotten wrong.
- On the third pass, dig deep and try to reason through the question to understand just what is happening.

For 25 years I have heard students say, "I had that one right and I changed it" so many times, but never heard "I changed that one and got it right." Use this method, and never change an answer once you choose one.

Exam Taking Tips - Tips From: L. Hicks (CPIM Student)

The first run through was intimidating - there were a lot of questions I flagged. Though after I knock out the easy questions, I start to pick apart each question until I am satisfied with an answer. Here is my strategy:

1. First time I quickly go through the entire exam in about 40 minutes, knock out at all the math and easy questions. Any question that does not jump out to me as obvious I will flag and not answer - leave it blank. I have 20-30 questions flagged, at least.
2. Second time through I only go to flagged questions, spending about an hour total. I will un-flag any questions that I am truly confident about. Though the more official unflagging process comes later.
3. Third time I go back very quickly through all the questions to see if there are any un-flagged questions that need to be flagged. I find reading over the easy / math questions reduces any stress I might have and builds confidence.

4. Fourth time I go back to only flagged questions. Typically you can narrow these questions to two answers, then I put it through this formula:
 - a. I picture the CEO of APICS in court, on trial. In the jury, I picture CEOs from all the biggest Fortune 500 companies. APICS has been accused by all these companies for 'infiltrating' their business and spreading ideas that are harmful to their company. I pretend each question is "evidence". This thought process helps me reduce any bias I might have to a particular question because of my own work experiences. I focus more on the diction and tone of the answers. I think, "Would APICS really claim this in front of all these companies?" With this scenario, I find myself picking answers that are less like accusations, and more like suggestions. The more specific an answer is, the more APICS has cornered itself in that courtroom. A lot of times, I'll ask myself, "What would my CEO of XXXXX WANT the answer to be?" Because in the end, APICS is a company with products and customers.. and they have to keep their customer service high.

5. One important thing to me is never spend more than a couple minutes on one problem. Skip it. Let other questions jog your memory of other sections from the book then try again.
6. In the last hour or so, I'll go back through again and make sure I am satisfied with the answer. Being satisfied with the answer reduces any stress again. I think to myself, "At this point, knowing everything I know now, this is what I think the answer is, and I'm fine with leaving it how it is". Regardless if the answer is right or wrong, having that satisfaction reduces stress, which is THE best way to take a test.

Though this strategy does not work for everyone, it works for me.



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