
Chapter Group Testing Candidate Fact Sheet

Note: Each candidate is required to read this document before completing the exam registration form.

What You Must Bring to the Exam

- Primary and secondary identification
A primary identification, which must include a recent photograph and signature, such as a
 - driver's license
 - valid passport
 - military ID
 - police ID
 - state ID
 - company ID.A secondary identification, which must include your signature, such as a
 - credit card
 - citizenship card
 - check cashing card
 - APICS membership card.If you do not bring these items on exam day, you will be denied admission to the examination. There are no exceptions to this policy.
- Two or three sharpened No. 2 pencils

What You May Bring

- A simple, nonprogrammable calculator
- English/foreign language dictionaries are the only written materials that you may bring into the exam room. The test center manager will inspect these dictionaries before you are admitted to the testing room.

What NOT to Bring

- The *APICS Dictionary* may not be brought into the exam room.
- You may not bring books or papers of any kind into the exam room.
- Protractors, compasses, rulers, stencils, digital assistants, and other aids are not permitted.
- You may not eat, drink, or use tobacco during an exam.

Test Formats

The APICS CPIM exams at paper-and-pencil sites will be administered using a linear testing approach. APICS CPIM exams, excluding Basics of Supply Chain Management, will consist of 75 multiple-choice questions (60 operational and 15 pretest). The Basics exam will have 105 questions (80 operational and 25 pretest). The pretest questions are randomly distributed among the scorable items and will be used for statistical purposes only. The pretest items are similar to the scorable items on the test and candidates will not know which items will be scored and which will not. Candidates should answer all exam questions.

Length of Exam

All candidates will be given three hours to complete an APICS CPIM exam. No breaks are scheduled during any exam. If you must leave the room during an exam, notify the test center manager before doing so. *Timing will not stop during a break.*

Exam Scores

Exam scores alone do not predict success or failure in job performance; instead, passing an exam demonstrates a high level of professional knowledge and skill.

The APICS CPIM score range is from 265 to 330.

Fail	=	265-299
Pass	=	300-330

APICS CPIM Qualifications

Candidates must pass all five APICS CPIM exams—Basics of Supply Chain Management, Master Planning of Resources, Detailed Scheduling and Planning, Execution and Control of Operations, and Strategic Management of Resources.

Misconduct

The test center manager/proctor is authorized to dismiss a candidate from a test session for

- creating a disturbance
- giving or receiving help on the exam
- using notes, books, wristwatch calculators, digital assistants, or other aids
- attempting to remove paper from the testing room
- attempting to remove test questions (in any format) from the testing room
- failing to follow the test center manager/proctor's directions.

If you engage in any of the above forms of misconduct, your exam will not be scored and your fees will not be refunded. Furthermore, acts of misconduct will be brought to the attention of the APICS Curricula and Certification Committee and the APICS Ethics Committee which may result in

- cancellation of prior exam scores
- revocation of certification
- discontinuation of membership.

In addition, because the entire question data bank, each form of exam, and all exam materials are copyrighted and are the legal property of APICS, legal action will be taken against anyone who violates the copyright laws by distributing examination content or materials through any form of reproduction. Oral or written communication during the exam is strictly prohibited and punishable by law.

Score Report Information

All candidates receive diagnostic information on test performance. If you do not receive a passing score on an exam, use this information to guide your study as you prepare to retake the exam. Results of the tests and all personal information collected during registration are confidential. Sensitive information will never be disclosed to a third party without your written consent.

As part of ACT's quality assurance policy, ACT manually rescores paper-and-pencil exams for candidates who score below 25 percent of the total number of operational items. It is also ACT's general policy to randomly rescore exams for candidates who score just below the pass/fail cut-off point. These measures are in place as additional quality assurance steps to ensure that the scoring process is working accurately.

Exam Cancellation/Refund Policy

You will not be able to change exam locations, reschedule, or cancel your scheduled group testing exam, or change the time once you've turned in your completed exam registration form to your chapter group testing coordinator. All exam registrations received at APICS are considered final. Please carefully review your exam registration form before you turn it in to your chapter.

Medical or Other Emergencies on Your Test Day

Only the following are acceptable reasons for missing your scheduled group testing exam:

- a serious illness (either yourself or an immediate family member)
- a death in the immediate family
- a disabling traffic accident
- a court appearance or jury duty
- unexpected military duty

If you miss a scheduled exam for any of these reasons, please immediately contact your chapter group testing coordinator. You must submit a written request with official documentation to your chapter group testing coordinator no later than two weeks after your scheduled exam. APICS will review your request and make a final decision if a refund is due and inform the chapter that sponsored the group testing administration. Once APICS has approved the request, the chapter is responsible for forwarding any refund amount back to the individual or company.

Exam Receipts

Requests for exam receipts should be directed to the sponsoring chapter. The chapter is responsible for producing and providing individual exam receipts.

Retaking Exams

If you fail a APICS CPIM exam, you must wait 30 days before retaking the same exam. There are no exceptions to this policy. APICS encourages candidates who do not pass an exam to use this time to review all the content areas, particularly those in which they received low diagnostic ratings.

Test Center Complaints

If you have a complaint about your test center, promptly call APICS Customer Support at (800) 444-2742 or (773) 867-1777 and ask for the group testing manager.

About APICS CPIM

The APICS Certified in Production and Inventory Management (CPIM) program was developed by APICS in 1973 to provide a common basis for individuals to assess their knowledge of the evolving field of production and inventory management. More than 90,000 professionals have become Certified in Production and Inventory Management, with more than 2,500 at the Fellow level.

APICS Code of Ethics

Before you take an exam, you will be asked to pledge to abide by the APICS Code of Ethics:

- To maintain and improve sound business practices and foster high standards of professional conduct
- To hold in professional confidence any information gained of the business of a fellow member's company and to refrain from using such information in an unethical manner
- To seek success without taking unfair advantage or using questionable acts that would compromise one's self-respect
- To neither engage in nor sanction any exploitation of one's membership, company, or profession
- To encourage and cooperate in the interchange of knowledge and techniques for the mutual benefit of the profession
- To be careful with one's criticisms and liberal with one's praise; to build and not to destroy
- When a doubt arises as to the right or ethics of one's position or action, to resolve such doubt according to generally accepted standards of truth, fair dealing, and good taste
- To maintain high personal standards of moral responsibility, character, and business integrity
- To uphold the high ideals of the society as outlined in the bylaws

APICS Chapter Group Testing Candidate Registration Form

Note: Candidates are required to read the Chapter Group Testing Candidate Fact Sheet before completing this form. Please fill out this form completely.

CHAPTER NAME _____

FIRST NAME _____

INITIAL _____

LAST NAME _____

APICS ID NUMBER* _____

DATE OF BIRTH (MM-DD-YY) _____

SOCIAL SECURITY NUMBER (OPTIONAL) _____

COMPANY NAME _____

Home

MAILING ADDRESS: Please indicate whether you are providing your work or home address by checking the appropriate box.

Note that score reports will be mailed to the address you enter on this registration form.

Work

STREET ADDRESS _____

CITY _____

STATE/PROVINCE _____

US/CA/MX _____

ZIP/POSTAL CODE _____

DAYTIME TELEPHONE _____

DAYTIME FAX _____

EMAIL ADDRESS _____

EXAM DATE (MM-DD-YY) _____

EXAM CENTER (CITY NAME) _____

If you plan to take two exams in one day, please check with the sponsoring chapter to ensure that you can be accommodated. You must fill out a separate registration form for each exam you plan to take. APICS reserves the right to determine which exams will be offered during sessions.

APICS CPIM Exams

a.m.

p.m.

Basics of Supply Chain Management

Master Planning of Resources

Detailed Scheduling and Planning

Execution and Control of Operations

Strategic Management of Resources

By signing and submitting this registration form, you accept and abide by the APICS Code of Ethics and have read the Chapter Group Testing Fact Sheet.

Signature _____

Date _____

*If you do not know your APICS ID Number, contact APICS Customer Support at (800) 444-2742 or (773) 867-1777, 8:30 a.m. to 5:00 p.m. CT. In addition, original signed copies of the candidate registration form must be provided to APICS by your chapter.

