

APICS CPIM AND CSCP

CHAPTER GROUP TESTING

APICS chapter group testing paper-and-pencil exam

Policies and procedures

Beginning with the June 2011 administration, APICS CPIM and CSCP exams will be available through group testing.

Group testing dates

Please access APICS CBOX at apics.org/cbox/certification to obtain current test dates and registration deadlines. The deadlines listed are the dates the registrations and payment are required. These deadlines must be followed. Late requests will not be accommodated.

Scheduling procedures

Group testing agreement

- The agreement must be signed by the current chapter president.
- A copy of the agreement is listed on page (?).
- The chapter will identify an individual to serve as the group testing coordinator. This person will be the liaison between APICS and the candidates and will be the main point of contact for all questions related to the exam administration.
- Once the completed paperwork and payment are received at APICS, the chapter coordinator will be informed.
- It is the coordinator's responsibility to inform the candidates of the modules available and whether the exam will take place in the morning or afternoon session.
- If the chapter plans to offer morning and afternoon sessions, it is the coordinator's responsibility to inform APICS of which modules they want to offer in which session, at the time of registration. The same module(s) cannot be offered in both the morning and afternoon sessions.

Candidate registration

- The chapter coordinator is responsible for collecting all candidate registration forms, and ensuring that the forms are complete and legible. Unreadable forms will not be processed.
- All forms must be sent to APICS by the registration deadline.
- Each candidate must have an assigned APICS ID before submitting a registration form.
- Candidates who do not have an APICS ID should contact APICS Customer Support at (800) 444-2741 or (773) 867-1777.
- Candidates registering for the CSCP exam must have applied for eligibility and received an approval notification from APICS prior to registering for the exam.

- Candidates taking the CSCP exam can not apply and register at the same time. If the candidate is not eligible to take the CSCP exam at the time of registration, the chapter coordinator should not accept the registration.

Special accommodations

Chapters are responsible for providing reasonable accommodations to candidates who need special arrangements because of disability or for religious reasons. Candidates that need special arrangements should be directed to submit a written request to the chapter that includes a current letter from a licensed physician, optometrist, social worker, nurse practitioner, psychologist, or clergy (including title, address, and phone number on professional letterhead) describing the nature of the functional limitation as it applies to taking a standardized, multiple-choice examination and the specific accommodations needed for testing. If the special arrangements involve the actual testing materials, the chapter must forward the documentation to APICS by the registration deadline. If the special needs involve reasonable access to the testing site or non-Saturday testing, the chapter is responsible for reviewing and responding to the request.

Visit usdoj.gov for information on the Americans with Disabilities Act (ADA) requirements.

Exam fees

APICS CPIM = \$145 per exam

APICS CSCP = \$630

APICS CSCP retake = \$385

Payment

- To schedule an administration full payment must accompany the registration files.
- A minimum of 10 paid registrations must be guaranteed by the chapter to schedule an administration. If fewer than 10 registrations are received, the chapter will have to pay the difference. These 10 registrations can be a combination of APICS CPIM and CSCP exams.
- Acceptable forms of payment are a check made payable to APICS, VISA, MasterCard, American Express, Discover and wire transfers. Credit cards will be charged at the time the registrations are received by APICS. For wire transfer information please contact APICS.
- Because of the upfront costs that APICS will incur in scheduling administrations, payment in advance is required.
- APICS will not accept purchase orders and will not be able to charge the amount to the chapter billing number.
- The chapters must collect all candidate registration fees and forward APICS one registration fee payment. There will be no exceptions to this policy.

Receipt requests

It is the chapter's responsibility to issue payment receipts to candidates. APICS will not provide receipts to candidates.

Refunds

It is the chapter's responsibility to issue refunds to candidates. APICS will not issue refunds to candidates.

Test site location

The chapter is responsible for identifying and securing a suitable testing location. Please follow these guidelines when choosing a site.

- **All candidates must be seated at least three feet apart and face the same direction.** Rooms should not be so small that candidates will be crowded, or so large that test security will be difficult to maintain.
- **Writing surface.** The writing surface should be large enough so that the candidates do not have to hold or shift either their test booklets or answer sheets. Use six to eight foot banquet tables, but seat only two candidates per table. **Lapboards are not allowed under any circumstances.**
- If classroom style chairs with tables are available, please ensure that there is enough space between testing candidates.

- **Physical requirements.** Make sure the lighting, temperature, and ventilation in each room will allow candidates to give full attention to the test.
- Find out in advance whether any distracting activities will be taking place in the vicinity of the test site (sporting events, music, and construction).
- The chapter is responsible for addressing and solving any complaints and concerns about the physical testing location.
- Restrooms should be located nearby.
- A registration table must be available for the test center manager or proctor to use to check in candidates.

The test site address and contact information at the site must be provided at the time of registration.

Test center manager or proctor

Although APICS will contract with and pay the test personnel directly, we request that information on suggested personnel be provided by the chapter. Often the continuing education departments of local colleges and universities are familiar with the role of supervising exams and can refer the appropriate individuals to provide these services.

Each exam will be supervised by a test center manager. The responsibilities of the manager are;

- maintenance of test administration security
- successful operation of the test center
- secure handling of test materials
- verification of candidate identification
- administration of the test.

For administrations of more than 20 exams per session, an additional proctor may be necessary to assist the test center manager. If a proctor is necessary, the test center manager is responsible for identifying and training a proctor. In general, a proctor's duties are;

- distributing test materials
- admitting candidates to testing rooms
- seating candidates
- monitoring candidates during administration
- checking to see that candidates are filling in (gridding) answer sheets correctly
- monitoring the restroom.

APICS instructors and chapter volunteers may not serve as test center managers or proctors. No individuals involved in preparing candidates for exams can serve as test center managers or proctors. The test vendor will provide a procedures manual to all test center managers.

Registration changes and cancellations

- To cancel an administration, a chapter must provide a written request to APICS at least 35 calendar days before the scheduled test date.
- If a request to cancel an administration is accepted, APICS will send a refund check within 10 to 12 days.
- If the request to cancel is received by APICS later than 35 calendar days before the scheduled administration, no refund will be given to the chapter.
- Changes or cancellations of individual registrations will not be accepted.
- No late registrations will be accepted and no walk-in candidates will be allowed to participate in the exam administration.
- It is the chapter's responsibility to communicate the cancellation and registration policies to the candidates

Medical and emergency requests

- APICS must receive the request within 14 calendar days after the exam date.
- APICS will only accept a medical or other emergency reason (see list below) if it prevents a candidate from attending the scheduled test.
- The chapter must send a formal written letter with documentation to APICS, attention: Group Testing,
- Only the following documented situations are acceptable reasons for missing an exam:
 - a serious illness (either the candidate or an immediate family member)
 - a death in the immediate family
 - a disabling traffic accident
 - a court appearance or jury duty
 - unexpected military duty.
- Any other reasons given for an absence will not be accepted and no refund will be granted by APICS to the chapter. Approved medical emergency refunds will be mailed directly to the chapter within 10 to 12 business days after receipt of the request. It is the responsibility of the chapter to provide the refund to the candidate or company.

Candidate registration confirmations

The chapter coordinator will receive registration confirmation notices directly from ACT, APICS' testing vendor, approximately 1 to 2 weeks before the exam date. The chapter coordinator is responsible for distributing registration confirmation notices to candidates. The following suggested schedules will be referenced on the registration confirmation notices.

Morning session suggested scheduled

8:00 a.m. Manager and proctor report to the test site
8:30 - 9:00 a.m. Check-in and instructions read
12:00 p.m. (approximately) Exam ends for CPIM Exams

Afternoon session suggested scheduled

1:00 - 2:00 p.m. Check-in and instructions read
5:00 p.m. (approximately) Exam ends for CPIM Exams
6:00 p.m. (approximately) Exam ends for CSCP Exams

Exam score reports

ACT will mail score reports to the address provided by candidates on the registration form approximately four to six weeks after the exam.

Candidate fact sheet

Although the chapter is responsible for communicating group testing information to its candidates, APICS has prepared a fact sheet for candidates that contain general information on the exams and the regulations governing the exam administration. It is the chapter coordinator's responsibility to ensure that each group testing candidate receives a copy of the candidate fact information form. This document is located in CBOX.

Audits

APICS reserves the right to audit any chapter's group testing administration without advance notice. The audit may be conducted on site by an APICS representative during a chapter group testing administration.

APICS Chapter Group Testing Agreement

All information requested below must be provided. Omission of any information may delay APICS' confirmation of the group testing administration request. A separate agreement must be completed for each group testing administration request.

CHAPTER NAME _____ REQUESTED GROUP TEST DATE _____

TEST SITE COMPLETE ADDRESS _____

TEST SITE CONTACT NAME _____ PHONE NUMBER _____

CHAPTER GROUP TESTING COORDINATOR NAME _____

COORDINATOR'S DAYTIME TELEPHONE _____ COORDINATOR'S FAX NUMBER _____

COORDINATOR'S EMAIL ADDRESS _____

MAILING ADDRESS _____

SUGGESTED PROCTOR _____

PROCTOR'S DAYTIME TELEPHONE _____ PROCTOR' FAX NUMBER _____

PROCTOR'S EMAIL ADDRESS _____

Please note:

Chapter coordinator will receive confirmation notices from ACT, the rest vendor Proctor will receive test booklet and materials.

Write a total number next to the APICS CPIM exams your chapter will make available at the group testing administration. If your chapter will offer two exam sessions on the administration date, indicate below whether a particular exam will be made available during the morning session or the afternoon session. If only one session is required, the session will be held in the morning. APICS reserves the right to determine which exams will be offered in each session.

APICS CPIM Exams	a.m.	p.m.	APICS CSCP Exams	a.m.	p.m.
Basics of Supply Chain Management	_____	_____	APICS Certified Supply Chain Professional	_____	_____
Detailed Scheduling and Planning	_____	_____	APICS Certified Supply Chain Professional Retake	_____	_____
Master Planning of Resources	_____	_____			
Execution and Control of Operations	_____	_____			
Strategic Management of Resources	_____	_____			

Your signature below confirms that your chapter and its representatives understand and agree to abide by the APICS Chapter Group Testing Policies and Procedures information, including but not limited to payment terms.

CURRENT CHAPTER PRESIDENT (PRINT NAME) _____

PHONE NUMBER _____

EMAIL ADDRESS _____

CHAPTER PRESIDENT'S SIGNATURE _____

*The current chapter president must sign this APICS Chapter Group Testing Agreement before APICS can accept a group testing request.



Group Testing Payment Form

Please complete and return this form along with the APICS Chapter Group Testing Agreement and each completed APICS Chapter Group Testing Candidate Registration Form to APICS, Attn: Group Testing Manager, 8430 West Bryn Mawr Avenue, Suite 1000, Chicago, IL 60631.

CHAPTER NAME _____

REQUESTED GROUP TEST ADMINISTRATION DATE _____

Full Payment Amount Due at time of registration

(Note: APICS can accept only one payment for each requested group testing administration. Please do not forward candidates' payments.)

Number of APICS CPIM exam registrations _____ X \$145 = _____

Number of APICS CSCP exam registrations _____ X \$575 = _____

Number of APICS CSCP retake exam registrations _____ X \$350 = _____

Total amount due to APICS _____

Canadian GST (5%), HST (13%)* _____

Total amount enclosed _____

Canadian Chapters: Please add the 5% Goods and Services Tax (GST) to the registration fee. If the administration will be held in any Maritime Province, please add the 13% Harmonized Sales Tax (HST) to the registration fee.

Form of Payment (Payment must be made in U.S. dollars and drawn on a U.S. bank.)

Check (made payable to APICS) Check number _____

Credit card Visa MasterCard American Exp Discover

ACCOUNT NUMBER _____

NAME AS IT APPEARS ON CREDIT CARD _____

EXPIRATION DATE _____

SIGNATURE OF CREDIT CARD _____

Wire Payment Amount wired US\$ Wire Date Wire Reference Number

Bank name (bank that possessed the wire) _____

Return this form along with the completed agreement form and each completed candidate registration form to APICS Group Testing, 8430 West Bryn Mawr Avenue, Suite 1000, Chicago, IL 60631.

Email any questions to grouptest@apics.org, or call APICS at (800) 444-2742 or (773) 867-1777 and ask for the certification group testing manager.



APICS Chapter Group Testing Overview

To provide more flexibility in test administration schedules and locations, APICS established the Chapter Group Testing Program in January 2000. Administrations are available to chapters on a specific Saturday each month (excluding January and February). The paper-and-pencil administration offered through this program will provide chapters with the opportunity to schedule review courses to coincide with test administration dates. For example, a chapter may arrange schedules to enable review course participants to test on the Saturday following the conclusion of the course.

The Chapter Group Testing Program represents a collaborative effort among APICS chapters, the APICS corporate office, and ACT (paper-and-pencil testing vendor for APICS). The following is a brief overview of duties performed within the program. Be sure to review all enclosed documents because the following summary does not explain all requirements.

Chapter responsibilities

- Locate and pay for a suitable test administration location.
- Inform candidates of the test administration date and guidelines.
- Provide candidates with a copy of the Candidate Fact Sheet.
- Collect candidate registration forms and fees.
- Request to schedule an administration by providing APICS with the required information, including testing agreements, preferred date, test site location, and candidate registration information and fees.
- Distribute registration confirmation notices to candidates.
- Provide exam payment receipts to candidates if requested.
- Serve as the contact for candidate questions and concerns regarding the administration.

APICS responsibilities

- Schedule the requested administration with ACT.
- Provide ACT with full registration.
- Contract with and pay the test site personnel.
- Provide administration guidelines to all test administration personnel.

ACT responsibilities

- Register candidates for the preferred testing date.
- Produce exam registration confirmation notices.
- Ship all testing materials and rosters to the identified test site personnel.

- Process the returned exam materials and produce and distribute score reports.
- Provide instructions on the return of all test materials to ACT following the administration.

Proctor responsibilities

- Provide the correct address for shipping materials.
- Ensure there is a receiver at the address provided.
- As soon as the package is received, review the material for accuracy.
- Report any errors once the material is reviewed.
- Administer exam.
- Return material in a timely manner.

Before the group testing registration deadline

- Review the available administration dates and determine what date(s) you will target for group testing.
- Suitable space must be secured before scheduling the exam administration—be sure to finalize arrangements for the space before the registration deadline. ACT must have the complete test location address including the specific room number or name to begin processing registrations.
- Please ensure all candidates have an APICS ID. Accurate APICS IDs are the most critical factor in guaranteeing timely and successful test registrations. Candidates who do not know their APICS ID, or need an APICS ID, should call APICS Customer Support at (800) 444-2742 or (773) 867-1777.
- Because all candidate registrations must be received at the same time, you may want to provide exam registration information and forms to your candidates along with your course registration package. Alternatively, you may want to ask the candidates to complete the exam registration forms during the first session of the review course.
- Thoroughly review the group testing cancellation and change policies, and provide candidates with a copy of the enclosed Chapter Group Testing Candidate Fact Sheet.
- Chapters may want to bundle the exam registration fees with review course registration fees.
- Double-check all registration forms to ensure that candidates have provided an APICS ID and email address, and correct, complete, and clear information.

Chapter Group Testing Information for candidates

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

What you must bring to the exam

A valid primary identification which must include a recent photograph and signature such as a

- driver's license
- passport
- military ID
- state ID
- company ID.

A valid secondary identification which must include your signature such as a

- credit card
- check cashing card
- citizenship card
- APICS membership card.

Temporarily issued identification will not be accepted. If you do not bring these items on exam day or the name you register with does not match your IDs, you will be denied admission to the examination. You will be considered a no-show and will forfeit the full exam fee.

Two or three sharpened number 2 pencils.

What you may bring to the exam

- A simple nonprogrammable calculator.
- English-to-native language dictionaries (books, not electronic dictionaries) are the only materials you may bring into the exam room. These dictionaries should only contain the literal translation of English words, and should not include a description of the meaning of the word. The test center manager will inspect the dictionary before you are admitted to the testing room.

What you may not bring to the exam

- The APICS dictionary in any language.
- Books or papers of any kind (except English-to-native language dictionaries).
- Protractors, compasses, rulers, stencils, digital assistants, and other aids.

- Electronic devices of any kind including cell phones and electronic dictionaries.
- Food, drink, or tobacco.
- Visitors.

Number of exam questions

- BSC exam: 105 multiple-choice questions (80 operational and 25 pretest).
- MPR, DSP, ECO, and SMR: 75 multiple-choice questions (60 operational and 15 pretest).
- CSCP exam: 175 multiple-choice questions (150 operational and 25 pretest).

Length of the exam

- Candidates will be given three hours to complete the CPIM exam.
- Candidates will be given four hours to complete the CSCP 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.*

Score report information

- Scores will be received approximately six weeks after the exam date.
- If the score report is not received after six weeks, contact APICS at certification@apics.org
- The score report will provide pass or fail information and areas of weaknesses. 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.
- For more information on how scores are processed, visit apics.org/certification/faq and download the Understanding a Scaled Score document.

Note: The examination answer sheets, worksheets, and/or any other test or test-related materials remain the sole and exclusive property of APICS. These materials are confidential and are not available for review by any person or agency for any reason. APICS staff is not allowed to address specific exam question issues; to do so would impair the confidentiality and validity of the APICS examinations.

APICS CPIM score range

The APICS CPIM score range is from 265 to 330.

Fail = 265-299

Pass = 300-330

APICS CSCP score range

The APICS CSCP score range is from 200 to 350.

Fail = 200-299

Pass = 300-350

APICS CPIM qualifications

Candidates must pass all five APICS CPIM exams and receive a total scaled score of 300 or higher on each exam to earn the APICS CPIM designation.

APICS CSCP qualifications

Candidates must pass the APICS CSCP exam to earn the APICS CSCP designation.

APICS certificates

Candidates who pass the CPIM Basics of Supply Chain module will receive a certification of completion in the mail approximately six weeks after passing the exam. Candidates, who pass all five CPIM exam modules have achieved the CPIM certification status and will receive a personalized certificate within six weeks of receiving a passing score on the final APICS CPIM exam.

Candidates who pass the CSCP exam have achieved the CSCP certification status and will receive a personalized certificate within six weeks of receiving a passing score on the APICS CSCP exam.

Misconduct

The test center manager is authorized to dismiss you from a test session for

- creating a disturbance
- giving or receiving help
- using notes, books, wristwatch calculators, digital assistants, or other aids
- using electronic devices, including cell phones and electronic dictionaries
- attempting to remove scratch paper from the testing room
- attempting to remove test questions (in any format) from the testing room
- failing to follow the test center manager's directions.

If you engage in any of these forms of misconduct, at a minimum, 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 your prior or current exam scores
- revocation of your certification
- discontinuation of your membership.

In addition, because the entire question databank, the exam form, 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, written, or electronic communication during the exam is strictly prohibited and punishable by law.

Exam cancellation and refund policy

You will not be able to change exam locations, reschedule, 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 date. 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 APICS corporate office does not provide receipts.

Retaking exams

If you fail an APICS 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, 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 93,000 professionals have earned a CPIM designation, and more than 3,500 have achieved the Fellow level.

About APICS CSCP

The APICS Certified Supply Chain Professional (CSCP) program was developed by APICS in 2005 and is recognized worldwide as the premier supply chain management education and certification program.

The APICS CSCP program takes a broad view of operations, extending beyond internal operations to encompass the entire supply chain—from supplier, through the company, to the end consumer.

More than 9,000 professionals have earned the APICS CSCP designation.

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 APICS Chapter Group Testing Candidate Fact Sheet before completing this form. Please fill out this form completely.

CHAPTER NAME _____

FIRST NAME _____

MIDDLE NAME _____

LAST NAME _____

APICS ID NUMBER* _____

DATE OF BIRTH (MM-DD-YY) _____

SOCIAL SECURITY NUMBER
(Optional - Last 4 digits only) _____

COMPANY NAME _____

Home

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

Work

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

STREET ADDRESS _____

CITY _____

STATE/PROVINCE _____

US/CA/MX _____

ZIP/POSTAL CODE _____

DAYTIME TELEPHONE _____

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.

APICS reserves the right to determine which exams will be offered during sessions.

APICS CPIM Exams

a.m. p.m.

APICS CSCP Exams

a.m. p.m.

Basics of Supply Chain Management

APICS Certified Supply Chain Professional

Detailed Scheduling and Planning

APICS Certified Supply Chain Professional Retake

Master Planning of Resources

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 APICS Chapter Group Testing Candidate 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.





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USA

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F 773.639.3001

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