
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.