



Exam Guarantee

APICS certification is an investment in your future. We want to reduce your stress about the exam by offering you a free retake of the exam if you follow our process but do not pass on your first attempt.

What you need to do:

- **Attend and participate in class regularly** - Reach out to the instructor or other students to clarify any concepts that you do not understand after you have read the material.
- **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.
- **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 that you:
 - **Take all the quizzes.**
 - **Repeat the 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 that 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 both the post-test and any practice tests available.
- **Retake the practice tests** – Retake the pre-test, post-test, and any practice tests as often as you need to until you consistently achieve 80% or better. The practice tests are 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.
- **Sign up, take the exam, and share your results:**
 - If you are not sure you are ready, talk with your instructor. We will be glad to review your scores and give you advice on how to proceed.
 - Once you are ready, sign up for the exam and select the “Share Results with Chapter” option.
 - Scan your test results and share them with your instructor. If you pass, we would love to share in your celebration. If you fail, the diagnostics will help us focus on areas where you need to bolster your knowledge.

What we will do:

- **Support you as you prepare** – If you need additional help, just ask and an instructor will assist you.
- **Offer a free retake of the class** – If you feel you are not ready to take the test, you can retake the class. You decide whether to sit in on the entire class or just specific sections. One of our instructors can work with you to identify which sessions might be most useful.
- **Provide retake preparation** – If you do not pass the exam:
 - When you scan your test results and share them with your instructor, we will use the diagnostics to identify areas where you need to focus to bolster your knowledge.
 - We will work with you to develop a plan to shore up any weak areas of your study.
 - One of our instructors will be available to answer your questions and review concepts as needed.
- **Pay for your exam retake** – If you need to retake the test, when you are ready, we pay your fee for one retake exam.

Questions? Contact VP.Education@APICS-Chicago.org