

Improve Your Performance on APICS Certification Exams

Study recommendations from successful APICS exam candidates



The following certification study tips were created by surveying APICS exam participants. Please read through these tips and apply them as you study for your exam.

General Studying and Note-Taking Tips

- Don't procrastinate until the last minute to study. Calculate how much time you will need for studying. Study one section and based on this, determine how many dedicated study hours you will likely need.
- Consider studying at home rather than at the office. It may be more difficult to focus in the work environment.
- Develop test-taking and time-management skills. Be methodical in your exam preparation.
- Take the day off before testing to relax and review study questions. Get a good night's rest before the exam.
- Be consistent with study habits.
- Take the exam while the information from studying is still fresh in your mind.
- If testing in the morning, allow enough time to review a few key parts of your study materials one last time. Eating something before the test is also recommended.
- Understand manufacturing processes before taking the exam. This is helpful.
- Test yourself constantly and spend at least an hour a day studying.
- Focus on understanding the concepts and their practical applications.
- Understand why incorrect answers are incorrect. During study learn not only what is correct, but also what answers are incorrect and why. Certification exams demand mastery level understanding and this requires the ability to distinguish 100 percent correct versus 90 percent correct/10 percent incorrect responses.
- Write your own quiz. As you study, try to develop your own test questions and sample responses. If you develop sample questions you cannot answer, ask your instructor or mentor to explain.

Study Materials

- Read the *Exam Content Manual* and purchase the listed reference materials to prepare for the exam.
- Read the reference materials carefully. Thoroughly understand the concepts instead of just memorizing terms. Keeping an outline as you read each chapter may prove useful.
- Become familiar with APICS words and technical terms. Study the terms and acronyms in the *APICS Dictionary*.
- Take the practice test located in the *Exam Content Manual*.
- If the number of additional reference materials is a concern, focus on one or two reference books at a time.
- Use flashcards to help study the terms in the dictionary and *Exam Content Manual*.
- Make time for a second reading of reference materials.
- Take online pretest and pay extra attention to your weak areas. This will give you the opportunity to discover what topics need additional study time.
- Maintain a balanced study diet. Don't rely on just one kind of study tool or approach. Mix things up where possible. For example use books, labs, review questions and trying to teach what you have just learned to a fictional new employee. Variety helps ensure a solid understanding.

Before the Test

- Take online section tests before, during and after each study block to enhance learning. Make sure you understand why you got some answers wrong.
- Note all details that the instructor mentions in the courses and ask questions if something is not clear.
- Take exam soon after completing the course.
- Self-study all materials from class again.
- Study with a partner to quiz each other.

On the Exam Day

- If taking public transportation to the exam center, use the time to review practice questions. Drink some coffee to wake up your brain during the journey!
- Mark any answers on the exam that you are unsure of, continue with the exam, and then revisit them before submitting. Sometimes other exam questions will jog your memory.
- Don't over think your answers. Be logical; sometimes the best answer is based on logic.
- Make sure to reach each question carefully and select the BEST answer.
- Be ready for test taking. Stay calm and focused during the test.
- Use the entire time allotted in completing the exam.
- If you see the first few questions are giving you trouble, skip over to the next question until you find one you are confident of the answer. This will build your confidence and enable you to get the "feel" of the exam.
- Pay particular attention to the wording of the questions on the exams. Read carefully!
- If possible, allow sufficient time to go through your answers at the end of the exam.

At Work

- Talk with colleagues who have passed the exam for their insight.
- Practice what you learn from your studies, associating learning with daily work.
- Relate concepts to real-life examples. As you read the materials, think about how it applies to your work environment.
- Interact with others who are also studying for the exam to help each other and create study groups.

Good luck on your exam!