

**New!** Effective January 2, 2025, the CIC®, a-IPC™, and LTC-CIP® examinations are delivered using forward navigation. Forward navigation in an examination refers to a format where candidates can only progress through the exam in a linear sequence, answering each question one after another without the option to return to previous questions. Candidates must answer all items in the order they appear, with no option to skip questions. Once a candidate confirms an answer and moves to the next question, they cannot go back to change or modify their response. Candidates will no longer be permitted to flag questions or return to previous questions. The text highlight and strikeout tool will still be permitted.

### **Before the exam:**

**Revisit previously covered materials.** Throughout your studies, review the material you've already completed in the Learning System. Retaking quizzes and reviewing flashcards, notes you may have taken, and the reading material is the best way to keep what you've learned fresh in your mind.

**Review your post-test results.** Your post-test report will show your strengths, and it will also indicate areas for improvement. Take note of these areas and revisit the readings and activities in the Learning System to continue improving in these areas.

**Review the detailed exam specifications.** Review the exam specifications throughout your learning to become familiar with the topics on the exam. While the list is not exhaustive, it is the foundation for the exam and therefore is important to consider throughout your preparation. Review the weighting of each area and the number of items. This will help you understand which content areas are given more importance.

### **During the exam:**

**Read the question carefully.** Read through each question carefully. Decide what the answer should be before looking at the choices available. If you are able to come up with the answer before looking at your choices, you are less likely to become distracted by the incorrect choices.

**Trust your first impressions.** There is a correct answer to each question. It is widely believed that your first impression of the correct answer will be a better choice.

**Consider the type of question.** Three levels of questions are used in the certification exam:

- Recall: recognition of facts, use of memory.
- Application: Comprehension, interpretation or manipulation of data (calculations, relationships, etc.).
- Analysis/evaluation: synthesis of a variety of topics; may require several steps in order to get to the correct answer.

**Eliminate obvious distractors.** For most questions, there are two distractors that usually appear to be incorrect, one that is likely to be plausible but incorrect, and one correct answer. The following tips may also help to narrow down the correct answer:

- When you first read a question, generally you should be able to eliminate two of the answers as incorrect. Consider using the strike-through feature (see below) to cross them out.
- If two or more options are identical, then both responses must be incorrect.
- If two options are opposites, then at least one of them may be eliminated.
- Do not change your answers unless they are obviously wrong.

**Use the exam strike-through feature.** The strike-through feature allows test takers to strike through the answer choices they believe to be incorrect. This will help applicants narrow down their answers.

**Pace yourself.** Be aware of the time spent on each question to ensure that you can answer all the questions in the allotted time frame.

The CIC and LTC-CIP exams are structured in the following away:

- Introduction and tutorial: 10 minutes
- Section 1: 90 minutes
- Candidate break: 15 minutes (optional)
- Section 2: 90 minutes
- Survey: 5 minutes

The a-IPC exam is 120 minutes with no breaks scheduled within this time.