

Memo 002. Term 2.3. AY 2021-2022

FROM : Office of the Director for Online BSA Bridging Program
TO : ALL CURRENTLY ENROLLED PCU-DILRFI BSA BRIDGING STUDENTS
RE : **GUIDELINES IN TAKING THE APPA CERTIFICATION ASSESSMENTS**
DATE : July 13, 2022

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COVERAGE

1. Simulation exam (SIMEX) passers are those that
 - 1.1. are currently enrolled in the PCU-DILRFI Online BSA Bridging Program; and,
 - 1.2. already had passed the simulation exam as a requirement in taking a particular APPA assessment.
2. Simulation exam passers are qualified to take the APPA Certification Assessments.
3. The APPA certification programs, their details and schedule, are found in <https://certsedu.tech>

TAKING THE ASSESSMENT

All SIMEX passers are governed by the following promulgations:

4. Requirements:

- 4.1. Desktop / Laptop / Tablet / Mobile Phone. Desktop / Laptop devices are recommended.
- 4.2. Browser (Recommended: Google Chrome, Brave, Mozilla Firefox, Safari)
- 4.3. Stable Internet Connection (at least 5 Mbps)

5. Steps:

- 5.1. Go to <https://aaefi.org/>
- 5.2. Login using the same login credentials that you use to access the CERTS-PCU app.
- 5.3. Click the Certification Assessment scheduled to be taken.
- 5.4. Answer the questions by clicking your preferred choice, then click the “Next” button.
- 5.5. After selecting your answer for the last / final question, click the “Finish” button.
- 5.6. Your final score will be displayed.

6. Schedule and Time Limit

- 6.1. The Certification Assessment must be taken only during the scheduled duration.

- 6.2. You only have **ONE ATTEMPT** to take the exam. Should you be disconnected from the internet, you must reconnect before the time limit expires. Once reconnected, click the "Continue Test Attempt" button.

7. Assessment Results

- 7.1. The official letter of the assessment results will be sent thru email within twenty-one (21) days from the examination date.
- 7.2. An examinee who requests for the hard copy of the said results shall send a request to the following email: appamembership21@gmail.com.

8. Failure To Take Scheduled Assessment

- 8.1. An examinee who passed the simulation exam but failed to take the scheduled certification assessment needs to retake the simulation exam to re-qualify for the next assessment schedule.

AFTER ASSESSMENT

9. For Examinees who Passed the Assessment

- 9.1. You may now file for the corresponding Registered / Associate / Certified title with the Asia Pacific Professionals Association (APPA).
- 9.2. Filing for the title must be made within three (3) months from date of results

10. For Examinees who Failed the Assessment

- 10.1. Examinees who failed the certification assessment must take and pass the simulation exam to re-qualify for the certification assessment.
- 10.2. Examinees who failed the certification assessment are allowed one (1) free retake of the assessment, which may be taken up to the immediately following term.
- 10.3. The new certification assessment schedule being chosen must be communicated thru email (academics.pcu.online.program@gmail.com) or facebook page messenger (<https://facebook.com/certs.educational.services/>) at least two (2) weeks prior to the corresponding simulation exam schedule.

Please be guided accordingly.



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