

**Whether for certification or just continuing your education**, you may continuously have to prepare for exams. These exams are meant to be challenging and can often be overwhelming. Below are some tips that are intended to minimize the pressure and anxiety, while maximizing results and your performance when taking an exam.

- ✓ **Obtain a better score on your exam by properly preparing for it.**
  - Review frequently and well in advance of the exam to allow the time necessary to absorb all the material. Building up familiarity and solidifying one's knowledge of the material avoids cramming which can lead to test anxiety.
  - Organize study material and utilize creative review tools (flashcards, charts, outlines, summaries, etc). Study groups can also be beneficial.
  - Identify any areas needing additional clarification and seek assistance by rereading your student manual, using supplemental readings, or contacting the Instructor.
  
- ✓ **Boost your level of concentration.**
  - Get a good night's sleep before the exam.
  - Eat a proper breakfast the day of the exam as it is scientifically proven to increase energy levels and alertness. Being tired or hungry are additional distractions to your concentration.
  
- ✓ **Arrive early.**
  - In the event that there is an issue with documentation or identification you will have time before the exam to sort out these problems, thus avoiding unnecessary stress.
  - Being early will also give you time to find the room if the examination is being hosted in a facility that is unfamiliar to you.
  
- ✓ **Be Confident**
  - The more confident you are in your knowledge of the subject matter, the more likely you are to score higher on the exam.
  - Take your time when reading questions so that you don't lose your place or read sentences multiple times.
  - Do not let the test overwhelm you, instead focus on answers you know and go with your first instinct.
  - Do not be afraid to be the last person to leave. Scan the entire test, make sure all questions were answered and that the scantron sections were completed correctly. Look for only one mark per item otherwise it will automatically be scored as incorrect. Also avoid stray marks that might be misinterpreted.

✓ **Positive attitude.**

- Think of an exam as a chance to show off your knowledge. After all the time dedicated to class participation and study, it is important that you are now fully credited for that effort.
- A positive attitude can provide a helpful boost to your self-assurance which in turn will have a more positive outcome on an exam.
- Look at an exam as a challenge but try not to get "stressed out" by thinking about it too much.

**FIVE BASIC RULES**

1. Tardiness will result in no admittance to the exam. It is very important that you arrive early.
2. You must always bring a Photo ID to the exam. You will not be allowed to sit for an exam without a valid photo ID.
3. Students will not be permitted to use any aids unless authorized by the exam proctor. (ie: calculators, etc)
4. Pagers /Cell phones and other communication devices will not be allowed on your desk top. If you use an unauthorized communication device, in violation of testing policy, your exam will be collected and considered invalid.
5. Books, bags, and other personal items must be placed on the floor under your work area. You may not open/use these items during the exam administration. Food and drinks will **NOT** be allowed on the work area during the exam.

**TIPS FOR DURING THE EXAM**

- ✓ **Note start and end times.** Before the Proctor begins the exam, take note of the start and end times for the exam.
- ✓ **Read for meaning.** If you do not understand a word or sentence, keep reading. You may be able to gain context by reading the rest of the passage, or from the answer choices provided.
- ✓ **Use your first instinct.** As you read a question, attempt to answer it *before* reading the answers listed. After doing so, select from the list that most closely matches your answer.
- ✓ **Use a process of elimination.** If the answer you come up with is not one of the options, use a process of elimination to narrow down the options, or select the best option.
- ✓ **It is recommended to bring a watch.** This will help you keep track of time in case the clock is in a location hard for you to see. ***Please note: Actual exam time is maintained by the proctor.***