

# General Test Taking Guidelines...CCM Exam

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## 1. **Gathering knowledge of the truth is the best preparation for tests.**

- Hours of concentrated, effective study help to carefully place facts into your memory. This is the best way to prepare for any test.
- However, teachers often try to test your memory of the material by slightly altering it. In this case, practice and some test-taking skill will help.
- Put the main ideas/information/formulas onto a sheet (or index cards) that can be carried with you and quickly reviewed many times. This makes it easier to retain the key concepts that will be on the test.
- Budget your time, make sure you have sufficient time to study so that you are well prepared for the test.
- Go over any material from practice tests, sample problems, review material, class notes
- Eat before a test. Having food in your stomach will give you energy and help you focus but avoid heavy foods which can make you groggy
- Don't try to pull an all-nighter the day before you test. Get at least 3 hours of sleep before the test (normally 8 hours of sleep a night is recommended but if you are short on time, get at least 3 hours so that you'll be well rested enough to focus during the test).
- Set your alarm and have a backup alarm set as well.

## 2. **Always arrive early and take a moment to relax and reduce your anxiety.**

- This brief time period will boost your confidence
- Use this time to focus your mind and think positive thoughts
- Go to the bathroom before walking into the exam room. You don't want to waste any time worrying about your bodily needs during the test.
- A clock is provided at the testing center for you to pace yourself.

## 3. **Listen attentively to last minute instructions.**

- There might be last minute changes.
- Missing instructions can cause extreme anxiety.

## 4. **Read the test directions very carefully and watch for details.**

- Only one answer will be correct on multiple choice tests, and you will only be able to choose one possible answer.
- Formulate your own answer before reading the options.
  - Focus on finding an answer without the help of the alternatives.
  - This process will increase your concentration.
  - Doing this will help you exercise your memory.
- Eliminate unlikely answers first.
  - Quickly eliminating two alternatives may increase your probability to 50/50 or better.

## 5. Plan how you will use the allotted time.

- Estimate how many minutes you will need to finish each test section.
- Determine a pace which will ensure completing the whole test on time.

## 6. Maintain a positive attitude.

- Don't let more difficult questions raise your anxiety and steal your valuable time. Move on and find success with other questions. Questions can be marked for later review.
- If you don't know an answer, skip it. Go on with the rest of the test and come back to it later. Other parts of the test may have some information that will help you out with that question.
- Avoid watching for patterns. Noticing that the last four answers are "c," is not a good reason to continue with that pattern.
- Answer every question. Your scores on the multiple-choice tests are based on the number of questions you answer correctly. There is no penalty for guessing.

## 7. Rely on your first impressions.

- The answer which comes to mind first is often correct.
- Nervously reviewing questions and changing answers can do more harm than good.
- If you have time left when you are finished, look over your test. Make sure that you have answered all the questions. **Only change an answer** if you misread or misinterpreted the question because the first answer that you put is usually the correct one.
- Use good strategies for answering multiple choice and other objective questions.
- Look for the central idea of each question. What is the main point?
- Statements that begin with always, never, none, except, most, or least-are probably NOT the answer.
- Try to supply your own answer before choosing an alternative listed on the test.
- Mark an answer for every question.
- When problem solving, ask yourself:
  - What am I being asked to find?
  - What do I need to know to find the answer?
  - What information has been provided that will help me to find the answer?
  - How can I break the problem down into parts? What steps should I follow to solve the problem?
  - Does the answer make sense? Does it cover the whole problem?

## 8. Plan to finish early and have time for review.

- Return to difficult questions you marked for review.
- Make sure you answer all the questions.