

How to prepare for the exam:

The exam experience can be stressful, so managing test anxiety is a big part of testing. Being relaxed and prepared are the two best ways to secure success when you are testing.

Here are some additional tips:

Before the Exam

1. Do not underestimate the preparation needed for an open book exam.

Your time will be limited, so proper organization is key to quickly finding data, examples, etc.

- Review your exam’s content outline in the Candidate Information Booklet.
- Pace your studying. Don’t try to cram the week or day before. Instead, study a little bit every day over many days.

2. Organize your reference materials, your “open book.”

Make your reference materials as user-friendly as possible so that you don’t lose time locating what you need.

- Familiarize yourself with where the information from the content outline can be found (ex. Certification Classification information is in the Certification Regulations).
- Develop a system of tabs/sticky notes, color-coding, etc. to mark important headings, sections.
- Know how many questions are on your exam and how much time you can spend on each question.

Exam Title	Number of Test Questions	Overall Test Time
Program Administrator	100	2 hours
Inspector	100	2 hours
Plan Review	120	3 hours
Combined Administrator	160	4 hours

3. Put only “allowed materials” in your binders.

See pages 4-5 in the Candidate Information Booklet.

Allowed	NOT Allowed
Three 3-ring binders	Loose paper
Reference materials	Handwritten notes on separate paper
Dividers (any type)	Typed notes
Sticky tabs (any type)	Practice quizzes
Handwritten notes on reference materials	PowerPoint presentations
Handwritten notes on dividers	
Handwritten headings on sticky tabs	
Highlighted reference materials	
Typed table of contents/index (Created by candidate)	

4. Know the location of your test center.

If possible, locate the test center before the day of your exam. Do a “drive-by” the day before, and be sure to arrive at the test center thirty (30) minutes before your exam time.

5. Pack correct candidate identification and course certificate.

See page 4 of the Candidate Information Booklet for more information.

6. Be well rested.

Limit the amount of time studying the night before and get a good night sleep.

During the Exam

1. **Be comfortable with the computer.**

Feel free to ask the Test Administrator any questions before the examination begins. Obtain familiarity with all the options on the screen including the calculator and the timer.

2. **Budget your time.**

There is a running time clock located on screen in the top corner that begins when you look at the first question.



Do not spend an excessive amount of time on any question.

3. **Use your time wisely.**

Read through the exam and answer as many questions as possible. It's important to pace yourself. Do not rush through the exam but do not stay on any one particular question for too long either.

4. **Be careful and thorough.**

Make sure you read each question carefully (**sometimes twice**) so to understand what is expected. Pay attention to the details.

5. **Answer all questions to the best of your ability.**

Electronically flag those questions that are challenging or that may require checking resources. (Flagging options are discussed below)

6. **Review exam at the end.**


After you have gone through the whole exam, use the remaining time to review and answer flagged questions (see next page for screenshot). You can change a previously entered answer, but only do this for questions that you guessed on, that you misread or that you misinterpreted. You can change a correct answer! Check references to look up or confirm answers during this time if necessary.





















7. **Make sure to answer all exam questions.**





Unanswered questions are marked incorrect.

8. Flagging Options:

The summary flagged item screen will look like this:

 **Flag for Review**

Exam Section		(120 Unseen/Incomplete)	
 Question 1	Incomplete	 Question 2	Incomplete
 Question 4	Incomplete	 Question 5	Incomplete
 Question 7	Incomplete	 Question 8	Incomplete
 Question 10	Incomplete	 Question 11	Incomplete
 Question 13	Incomplete	 Question 14	Incomplete
 Question 16	Incomplete	 Question 17	Incomplete
 Question 19	Incomplete	 Question 20	Incomplete
 Question 22	Incomplete	 Question 23	Incomplete
 Question 25	Incomplete	 Question 26	Incomplete
 Question 28	Incomplete	 Question 29	Incomplete

 End Review
 Review All
 Review Incomplete
 Review Flagged

This will quickly allow you to navigate the questions you identified for review.