

TIPS ON TAKING STATE EXAM

Taking an objective test is a skill, just like playing golf, swimming, or playing a musical instrument. If you remember learning one of those skills, you'll recognize that learning to take a test requires practice. Unfortunately, many of those preparing for a state licensing exam have not taken a professional test for a long time. For this reason, taking practice exams is an important part of this license training course.

Our exam questions are designed to prepare you to pass the state exam on the first attempt.

1. **READ CAREFULLY!** Don't select the first response that looks correct – read all of them! There may be another answer that is nearly correct, or the question may call for more than one correct answer. You may select a correct answer, but you only get credit for the best correct answer.
2. **SLOW DOWN!** Even if you pride yourself on being a quick reader, remember that you're trying to pass an examination, not to win a speed-reading contest. You will have plenty of time to complete the exam, and there are no bonus points for finishing in a hurry.
3. **DON'T TRY TO READ TOO MUCH INTO THE QUESTION!** The test writer who wrote the question is not trying to be subtle; they don't expect expert knowledge of fine details. Pick out the one best answer and move on. It is easy to over think.
4. **LOOK OUT FOR NEGATIVE QUESTIONS!** Keep a sharp eye open for the words “not”, “except”, “unless” or “until”. They are usually printed in bold type, and they mean that you must look for a response that is not correct.
5. **DON'T SPEND TOO MUCH TIME ON ANY ONE QUESTION!** If you are unable to decide on a response, there are three options open to you:
 - a. Skip the question for the moment and come back to it after you have finished the examination. You may find another question that provides the clue you are looking for. If you can't answer the question with confidence within 60 seconds mark for review.
 - b. Eliminate the responses you know are wrong, and then make your best guess. Don't leave any blank responses.
 - c. Take a guess, you might get lucky. Try “C” when all else fails.
6. **USE THE “TRUE-FALSE” TECHNIQUE!** Treat each multiple-choice question as if it were four “true-false” questions. Take each response in turn and ask yourself, “Is this response true or false?” This will be especially helpful when you are looking for the proper response to a “negative” question.
7. **FINALLY: FIRST THOUGHTS ARE BEST!** 94% of the time your first answer is correct. DON'T CHANGE ANSWERS! Unless you have found you have misread a question or answer, your first answer is your best choice.