

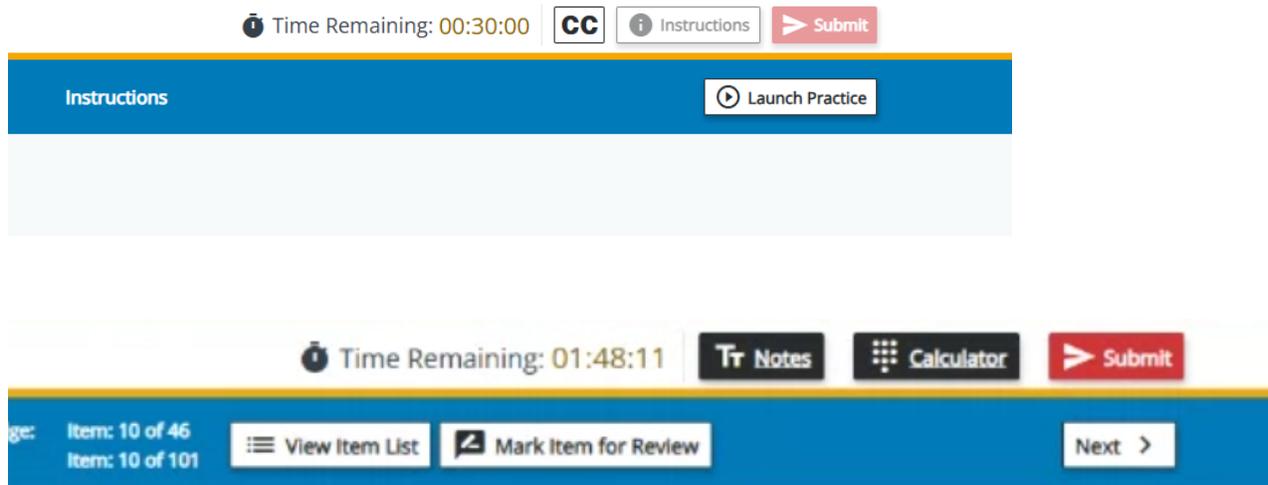
EXAM-TAKING STRATEGIES (1/3)

Unless the exam is based on specific reference material, focus on strategy.
Here are 5 tips that may help:

Strategy 1: Use available tools.

The exam offers many tools depending on the exam. Make sure to view your screen entirely to ensure you don't miss out on helpful tools. Some tools include:

- Practice Exam
- Notes
- Calculator
- View Item List
- Mark item for review
- Time Remaining



TAKE YOUR TIME AND FOCUS. YOU GOT THIS!

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EXAM-TAKING STRATEGIES (2/3)

Unless the exam is based on specific reference material, focus on strategy.

Here are 5 tips that may help:

Strategy 2: Read carefully!

- The question. Completely understand what's being asked, note if you must.
- The options. Often, scanning the options before reading the questions can give you a hint on what to look for and save you time.
- Key words. Pay close attention to words that qualify questions, such as:
 - Most
 - Least
 - Except
 - Not
 - Always
 - Never

Strategy 3: Answer the question.

- There are no trick questions, but attention to detail is a critical aspect of all jobs.
- Always choose the best answer. When in doubt, read (and note) the question and any key words.
- Process of elimination. Note obvious incorrect answers to narrow down your choices.
- True/False.
 - True. For the answer to be “true”, the entire statement must be true
 - False. For the answer to be “false”, the entire statement must be false.
- Credit given for correct answers, so its to your advantage to guess.

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EXAM-TAKING STRATEGIES (3/3)

Unless the exam is based on specific reference material, focus on strategy.

Here are 5 tips that may help:

Strategy 4: Manage your time

- The time limit is 2-hours. On the average, most people are done within 1.5 hours, so you have plenty of time.
- 100-question exams. Average time per question should be 1 minute 12 seconds. Some questions take longer than others.
- Tough/Long questions. Don't spend too much time on one question. Mark it for review and come back to it.
- Review. Come back at the end of the exam to review difficult or time-consuming questions. Make sure you answer every question, even if you guess. Don't change your answer unless you have a good reason to do so.

Strategy 5: Avoid Distractions

- Don't worry about other test-takers, focus on yourself and your progress.
- Visual noise. Place all your items under the table.
- Phone. Handle personal business before the exam and silence your phone.
- Other sound distractions. There may be distractions. If this is a problem for you, the proctor may approve the use of certain ear plugs.
- Other distractions.
 - Excessive fluids can cause you to want to use the restroom, which could make you lose focus and time.
 - Take care of personal issues before entering the exam room.

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