

The background of the page is decorated with several thick, dark blue curved lines that sweep across the frame from the top left towards the bottom right, creating a sense of motion and depth.

Tips & Tricks

How
to
prepare
for
an
exam
without
becoming
a
nervous
wreck

Preparing for an Exam

If you are unfamiliar with whole process of being tested electronically, you may find the following tips & tricks helpful.

- Don't leave it till the last minute to begin your studies! Allow at least 3 weeks, even if you are fairly proficient in using the application.
- Set aside a study area and a regular study period. Allow yourself between an hour and two hours a day of concentrated study.
- Do as much work in the application as possible while leading up to the exam. Invent some projects if you do not have any on the go.
- Concentrate on the extended answers and read the application's help pages referred to in the Exam aids. The questions can quickly become very familiar but if you imbibe the extended answers and the knowledge in the reference pages, you will be better prepared for any surprises on the day.
- Always read the questions very carefully. When that clock starts ticking, it's very easy to hurry and miss a negative or misconstrue a meaning. So, get into the habit of always reading every single word and carefully at the study stage
- If a question doesn't make sense, read it several times and make notes of the answer that first pops into your head, and any associated words, phrases, terms. Come back to the question later in the session and see if your subconscious mind has found the right answer or found clues that can lead you to the right answer. Look at your notes and see if they can jog your memory or confirm what your subconscious has unearthed.
- Try and rephrase a question. If you can do it, you will increase your chances of answering it correctly.
- When choosing from the multiple-choice answers, ask yourself why you chose a wrong answer. It's an indicator of incomplete knowledge and you should try your level best to correct any and sundry misconceptions at the study stage.
- If an answer jumps up at you, don't be in a hurry to accept it. If your knowledge is incomplete, you are more likely to fall into the trap that the writer has set for you! They know you may choose an item from the View menu when you should be choosing it from the Window menu, or vice versa. Exam writers have devious minds and are often recruited from the dregs of society!
- If you are in any way unsure of the answer, narrow down your choices by dismissing the ones that you know to be untrue or likely to be untrue.

- Try not to guess the answers while studying. Save that as a last resort on the day of the official exam.
- The evening before the official exam, try and relax. Don't entertain thoughts of failure but at the same time don't become overconfident. Find a middle path and don't let yourself be overwhelmed by how much is riding on it. Keep the exam in perspective. If you let it overwhelm you, there is a greater chance of you failing.
- On the morning of the exam, use the mock exams to limber up. Take the printed material with you and use it to refresh your memory and to get into a mindset for answering the questions.
- If you have a laptop, take it with you, arrive an hour early at the test centre and take the mock exams before entering the cubicle. This will also get you into the right mindset.
- Before you enter the test centre, devise a strategy and stick to it. If you don't already have one, try the following:
 - a. Work your way to the end of the exam by answering the questions you are 100% confident you can answer correctly.
 - b. If you are unsure about an answer, flag the question.
 - c. If you are sure you don't know the answer, skip the question.
 - d. Having got to the end of the exam, go back to the flagged questions and answer the ones you are only 75% sure of answering correctly.
 - e. Go back to the remaining flagged questions and answer the ones you are only 50% sure of answering correctly.
 - f. Go to the skipped questions and take a wild guess at the answers.
 - g. Whatever you do, don't leave any question unanswered. You have nothing to lose and everything to gain by attempting to answer all the questions.
- Aim to have 10-15 minutes at the end of your allotted time to double-check your answers.
- Work out how much time you should allocate to each question by dividing the number of minutes by the number of questions. For example, if the test lasts 90 minutes and contains 75 questions, you will have 1 minute and 20 seconds to answer each question. If you want 10-15 minutes at the end of the session to double-check your answers, you will have to shave off 10-12 seconds off each question.
- Above all, relax...it's *only* an exam!