

Examination Strategy Guide

Developed by ASOPE®

Introduction


The purpose of this guide is to help you identify some strategies to use for taking ASOPE licensing examinations. ASOPE licensing exams for each classification (level) are set up in the multiple-choice format.

Introduction (cont)

Your emotional and physical state during the test may determine whether you are prepared to do your best. The following list provides some common sense techniques you can use before the test begins.

Technique

Remain Confident:

- ▶ If you feel confident about passing the test, you may lose some of your anxiety.
 - ▶ Think of the test as a way of demonstrating how much you know, the skills you can apply, the problems you can solve, and your good judgment capabilities.
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Technique

Be Punctual:

- ▶ Arrive early enough to feel relaxed and comfortable before the test begins.


Technique

Concentrate / Limit Distractions:

- ▶ Try to block out all distractions and concentrate only on the test in front of you. You will not only finish faster but you will reduce your chances of making careless mistakes.
 - ▶ If possible, select a seat away from others who might be distracting.
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Technique

Concentrate / Limit Distractions (cont):

- ▶ If lighting in the room is poor, sit under a light fixture.
 - ▶ If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator immediately.
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Technique

Budget your time:

- ▶ You are allowed three hours to complete the test.
 - ▶ Pace yourself carefully to ensure that you will have enough time to complete all items and review your answers.
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Technique

Read critically

- ▶ Read all directions and questions carefully.
 - ▶ Even though the first or second answer choice looks good, be sure to read all the choices before selecting your answer.
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Technique

Make educated guesses:

- ▶ Make an educated guess if you do not know the answer or if you are unsure of it.

Technique

Changing answers:

- ▶ If you need to change an answer, be sure to erase your previous answer completely.

Technique

Return to difficult questions later:

- ▶ If particular questions seem difficult to understand, make a note of them, continue with the test and return to them later.


Technique

Double check mathematics:


- ▶ Use scratch paper to double check all mathematical calculations.

Technique

Review:

- ▶ If time permits, review your answers.
 - ▶ Complete all previously skipped questions.
 - ▶ Make sure each answer square is completely filled in.
 - ▶ Erase any stray marks on your answer sheet.
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Notes

- ▶ Remember, the techniques described in this presentation are some suggested good practices. You should follow the test taking methods that work best for you.
 - ▶ Any questions should be directed to the Test Administrator.
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Developed by:

- ▶ *Larry Tarvin (OMCSI) and*
- ▶ *Scott Rankin (SUEZ Energy North America)*

for ASOPE.

Thank You
and
Good Luck

