

Test Taking Tips for CMFO

The vast majority of CMFO test items are multiple choice questions. You are allowed 60 minutes to complete the 50 question exam. The following pointers may aid you in doing better on these questions.

- Read each question before you look at the answers.
- Come up with the answer in your head before looking at the possible answers, this way the choices given on the test won't throw you off.
- Eliminate answers you know aren't right.
- Read all the choices before choosing your answer.
- Since there is no guising penalty, always take an educated guess and select an answer.
- Don't keep on changing your answer, usually your first choice is the right one, unless you miss-read the question.
- In "All of the above" and "None of the above" choices, if you are certain one of the statements is true don't choose "None of the above" or one of the statements are false don't choose "All of the above".
- In a question with an "All of the above" choice, if you see that at least two correct statements, then "All of the above" is probably the answer.
- A positive choice is more likely to be true than a negative one.
- Frequently the correct answer is the choice with the most information. Options containing qualifiers are frequently longer.
- For difficult questions, cross out options that you know to be incorrect. Then subject each remaining option to its own true-false test.

Reducing Test Taking Anxiety

Test anxiety is when you worry excessively about doing well on a test. This can become a major hindrance on test performance and cause extreme nervousness and memory lapses among other symptoms. The following are tips on reducing test taking anxiety.

- Being well prepared for the test is the best way to reduce test taking anxiety.
- Space out your studying over a few days, and continually review class material. Don't wait until the night before and try to learn everything then.
- Try to maintain a positive attitude while preparing for the test and during the test.
- Exercising for a few days before the test will help reduce stress.
- Get a good night's sleep before the test.
- Stay relaxed, if you begin to get nervous take a few deep breaths slowly to relax yourself and then get back to work.
- Read any directions slowly and carefully. If you don't understand the directions on the test, ask your instructor.
- Write down important formulas, facts, definitions and/or keywords in the margin first so you won't worry about forgetting them.
- Don't worry about how fast other people finish their test; just concentrate on your own test.
- If you don't know a question skip it for the time being (come back to it later if you have time), and remember that you don't have to always get every question right to do well on the test.
- Focus on the question at hand; don't let your mind wander on other things.