

Preparing to Write a Multiple Choice Exam

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Time: 1 hour

Introduction:

- Preparing to run a marathon
- need to prepare and train
- exam is four hours long
- need to be physically and mentally ready

Lead Up to Exam:

6 - 8 weeks before exam.

1. Eat Well

- Good Healthy Food
- Balanced Diet
- Begin to reduce alcohol consumption
- Begin to reduce caffeine consumption

2. Exercise Well

New to Activity

- Aerobic Exercise Key
- Just get moving
- Slowly raise heart rate
- Max of 20 min - Four times a week

Active Person

- Continue Workouts
- Increase Aerobic Activity if you usually concentrate on Anaerobic.

3. Sleep Well

- Adjust routine to allow 8 hours sleep
- Stop sleeping in on days off
- Establish a regular routine

4. Read Daily

- Read something related every day
- Core Competencies
- CAPRA - examples / model

- Principles of Policing and Management in the RCMP.
- Commissioner's Directional Statement
- Current Events related to Government or the RCMP
- Case Laws / Commissions / Reviews
- In every case ask how this applies to me, and what trends are coming.

5. Watch and Learn

- Watch NCO's and Officers you admire
- Evaluate their decisions
- Ask questions
- Keep record of your successes for PRP

1-2 Weeks Before Exam

1. Eat Better

- Lots of high energy food
- Balanced Diet
- NO ALCOHOL

- NO CAFFEINE

2. Exercise

- Everyone reduce activity to moderate - low intensity
- Increase frequency
- EASY DOES IT !!!!

3. Sleep Well - Sleep Better

- Lots of Rest
- Lots of Relaxation
- Avoid Sleep Aids
- DO NOT OVER SLEEP

4. Daily Reading

- Go light now
- Don't try to learn new things
- Keep Current
- Apply your knowledge

The Exam:

- Eat a Good Meal before
 - a) High Proteine
 - b) Moderate levels of fat
 - c) Plenty of fluids (milk?)
- Be Early
- Dress for comfort
 - a) Sweats for some people
 - b) Suit and ties for others
- Find a seat that suits you
- LISTEN TO ALL INSTRUCTIONS

Physical Strategy:

- Very Long Exam
- Water not Coffee
- Food - energy bars
- Plan rest breaks - (2?)
- Stretch and take mini-break every 20 minutes
- Deep breathing to control anxiety

Mental Strategy

- Test Anxiety - Well prepared
- Write in Booklet
- Read Question all the way through
- **Identify the problem / find question - know what is being asked.**
- Watch out for “Initial Response” vs. “Best Response”
- Keep Focused on the Players / Problem
- Look for “Negatives”
- Look for “Best” answers
- Look for “Win - Win” (Happy face system)
- **DON'T TRY TO ANSWER ON WHAT YOU THINK THEY ARE LOOKING FOR. CHOOSE WHAT YOU THINK IS THE BEST ANSWER. TRUST YOURSELF!**

Conclusion

What is at Risk Here:

- What if you don' pass?
- What if you do pass?
- Promotion is a process not an event. **GOOD LUCK!**