



Study Tips & Test Taking Strategies

Get Ready...

Before you begin, make sure you have all the necessary “pieces” in place for studying. Do you understand how the Course Portal works? Have you evaluated all of the additional resources available there?



Assigned Course Materials. Assigned course materials, including the textbook (whether interactive e-book or printable PDF), practice questions, and sample examination(s) are available on the Course Portal. Please consult LOMA’s [online course catalog listing](#) for this course to be sure you are reading and studying the correct course materials. It is your responsibility to make sure you use the correct study materials.

Additional Online Learning Resources. The Course Portal gives you access to many learning resources that are designed to reinforce concepts covered in the assigned course materials or that allow you to expand your knowledge of the subject area. Course Portals that include a “Tough Topics” tutorial in the Exam Prep section will help you understand material that historically has been difficult for students. In addition, some Course Portals include Learning Aids or animated videos, which provide a visual illustration of a concept presented in the text.

Study Partners and Mentors. Find a fellow student with whom to study. Or, look for a mentor within your company or at your local LOMA Society. Study partners and mentors can help motivate you to stick to your study schedule.



Set Goals. Build a study plan based on your personal goals. Blank Study Plans are available in the Exam Prep section.

Know when your course access period is going to expire. You must successfully complete all end-of-module exams before the end of your course access period. If your expiration date is approaching and you have not yet successfully completed all end-of-module exams, you may wish to purchase a Course Extension. Doing so will allow you to keep the progress you have made in the course so far, and extend your access period for another 6 months. To purchase an extension, simply re-enroll in the course within one month of the course’s expiration date.

Get Set...

Review Learning Objectives. Look at the learning objectives at the beginning of each chapter. Objectives help clarify exactly what you should know by the time you finish studying the chapter.

Read the material. Read each chapter at least once. As you read, look for the topics, terms, and concepts that were mentioned in the learning objectives. Use the tools in the interactive e-book to highlight, bookmark, and make notes as you go.

Practice, practice, practice.

- Work the **Practice Questions** for each chapter. Use the answer choice feedback to understand what makes each answer choice correct or incorrect.
- Review the **Tough Topic** tutorials for extra help on topics that other learners have found difficult.
- The **Sample Exam** is available in two modes.
 - **Answer Choice Feedback mode** gives you a deeper understanding of each topic.
 - **Timed mode** mimics the actual exam experience by limiting the time you have to complete the Sample Exam.

Submit your answers to view a **Performance Report** showing your overall score, your score for each chapter, and the Learning Objectives covered by each of the Sample Exam questions you answered incorrectly. Use the Performance Report to guide your additional review of the material.

Go!

Take each End of Module exam. When you're ready to take the End of Module exam for a module, launch the exam from the Module's landing page. **Keep these important limits in mind:**



- **Limited Attempts** – You have two attempts to achieve a passing score of 70 or better on each module exam. If you do not pass any module exam on the first attempt, review the module's study materials carefully before starting your final attempt.
- **You must complete each module exam attempt in one sitting** – Once the End of Module exam is launched, you may not stop and restart the exam. Stopping the exam will submit it for grading and charge you with one attempt on the module exam.
- **Time Limits** – You have an average of 2 minutes to answer each question. The total time allowed per exam is based on the number of questions in the exam. A timer appears in the upper right section of the exam screen. If the time runs out before you finish, the system submits your exam for grading and charges you with one attempt on the module exam.

When you submit an End of Module exam for grading, you'll receive a **Performance Report** (similar to the one found in the Module Sample Exam) immediately.

- If you pass, you're ready to move on to the next module...or, if you passed all Module exams, you've passed the course! Your learning record will be updated to show successful completion of the course.
- If you do not pass a Module exam *on your first attempt*, review the material again before starting your final attempt.
- If you do not pass a Module exam *on your final attempt*, you fail the course. Your learning record will be updated to show unsuccessful completion of the course.

Test-Taking Strategies

Follow these additional test-taking strategies to improve your chances of choosing the correct answer and avoid making test-taking mistakes.

1. **Read the entire question – and all the answer choices – before answering.** Look for key words or clues, and use them to evaluate the answer choices and identify the correct answer. If the question presents a complex situation, write down all the information or clues you have been given. Sometimes that can help you focus on what's important.
2. **Start with the questions you can answer confidently.** Go through the entire exam once, answering the questions you can answer and skipping the questions you aren't sure about. Then go through the exam a second time, providing answers to each of the questions you left blank. Using the exam software, you can easily mark a question for later review.
3. **When in doubt, make an educated guess.** If you don't answer a question, it will automatically be marked incorrect. So if you really don't know the answer, make an educated guess -- you have at least a chance of being correct! Use the process of elimination to narrow your choices and improve your chances of selecting the correct response.
4. **Go back through the test and check your answers.** Before submitting your exam for grading, review one more time to ensure that all questions have been answered and that your recorded answer choice matches your intended correct response for each question.

