

Exam Prep - Wednesday 8:30-12:30

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Resources for taking exam

Online tutorial

Subject Matter outline

Suggested readings

CD-ROM Prep Courses - self-paced exam

CPC Exam Prep Manual - prepared by independent office

Conference Prep Session

Chapter Workshops

Info Resources

Online

Fox on Demand

Toll free Info line

Email

Phone

Write

Walkins

Content of Exam - Veronica

Why mult-choice - testing breadth of knowledge of planning, not depth.  
most cost effective, allows computer-based testing

How exam is put together:

Exam Committee - representative of gender, ethnicity, geography,  
public/private, geographical

Committee reviews the draft exam; reviews topic areas (are  
They obsolete?), review for memory question -  
Vs. Knowledge/application questions

170 Questions - 150 counted; 20 are ~~that~~ being tried out

Scoring of Questions - ~~the~~ develop statistics on each question  
& then evaluate if they are good or bad questions

Exam time - 3 1/2 hrs (?)

- <sup>with</sup> ~~no~~ get an extra half hr. to answer the questions you don't know

Value of AICP

- commitment to a life time of professional development,  
+ to code of ethics.

Does Online tutorial on website look <sup>act</sup> like the actual exam - it gives you the idea for how to work through test - <sup>close to/</sup> ~~yes~~

Will results be sent prior to Nov. Reg. exam <sup>deadline</sup> - Oct 1<sup>st</sup> is the deadline for Nov. test.

How many correct answers does an exam need?

Scaled score of 55 points - various go. have varying degree of questions (typically 110-115)

Will person pursuing application in Canada receive similar treatment as another US applicant - APA/AICP has partial reciprocity (contact them for more ~~an~~ clarification on this - didn't catch it all)

Different Exams - How does AICP make sure all are fair relative to one another - why the scores are scaled - statistics will <sup>address</sup> ~~address~~ that. - Chawney + APA website can give more info on this

July 21<sup>st</sup> - Next deadline for talking Nov. Exam

What if you have

lapse in ACP certification - has <sup>ACP</sup> a reinstatement policy - can be inactive 4 yrs - after that retake exam (have to pay back dues or partial to get back in)

Is exam getting harder (relative to pass rates) from year to year - <sup>not exactly</sup> they just go through & change <sup>questions</sup> ~~the~~; shouldn't have a 90% pass rate!

Will exam taker be able to comment on question he/she felt was unfair - you can comment in exit survey - don't argue w/ the question. Answer the question with the ~~given~~ ~~information~~ info you have been given - don't apply local interpretation or your opinion

## Module II - Test taking Tips

Steve Johnson, Hunter College

Should ~~to~~ practice taking multiple choice exams.

Test is written by volunteer planners for planners

Remember the exam is a national exam - give the question the answer it wants. Don't fight with it.

### Four Commandments of Test-taking

I. Adopt & Maintain a Positive Attitude

(Plan for test date - get a good night's sleep, know where you are going - anticipate travel obstacles, arrive there early)

no food / no pencils / wear appropriate clothing - They will take away anything you take off.

- II - Use a Organized Test-taking style -  
pump up, but don't be desperate - practice in an environment that is similar. There is a premium on speed. don't insist on being slow  
Don't leave a question unread - each ~~question~~ exam will have easy questions - you need to get to the easy ones first  
Go through quickly answer easy ones, then go back to answer Qs again
- Spend a lot of time on tutorial to practice the online tutorial
  - Learn how to be confident with Q-answering triage
  - Go back through the exam - use info in other questions that might help you answer previous questions;  
\* you may also ~~may~~ see something that piques your memory

- III - Use a Graphical Notation system (to avoid ~~repeating~~ having to go over some Qs)  
Will get an 11x17 sheet (fold in half, tear apart, draw a line down the middle, to use in taking notes)

#### IV Practice, Practice, Practice

- get familiar with...
1. The test + its format - Roman double tiered, negative questions
  2. Test taking Notes System - are you comfortable with a system
  3. Testing environment - pressure, anxiety - get practice taking timed exams.

Use the Outline tutorial - go to the APA website for link

Windows: Welcome / Basic Instructions on using the mouse / moving through the exam / using the scroll ~~button~~ function / Multiple Choice / Marking Q's for later /

at end, you are told you can go through every question

MEGO - "My Eyes Glaze Over"

Skip the ones that you haven't a clue about - or the very long ones.