



## 2003 IMC Commercial Mechanical Inspector Certification Exam Practice Course

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# Exam Preparation

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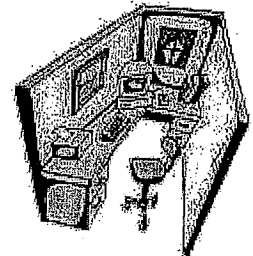
## Get Geared Up!

Knowing the subject matter is the best antidote for test anxiety. That is why there is no substitute for studying. As you prepare for the next modules of this certification examination preparation course, consider how productive your study environment is.

Do you have a specific area for studying that includes a desk or table and all required materials?

Is your study area:

- Quiet?
- Well-lit?
- Well-ventilated?
- Comfortable? Too comfortable?
- Free of distractions?



Have you set aside an adequate amount of time to truly concentrate?

Are you thinking positively and telling yourself you will pass the exam?

Are you focusing on the long term goal that certification will allow you to achieve?

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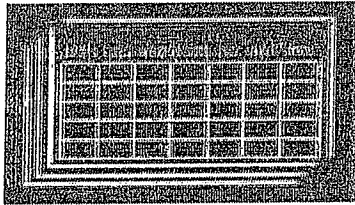
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## Take A Hint!



Preparation for a multiple-choice exam requires regular review and practice on a daily and weekly basis. The time you invest will result in greater confidence locating, understanding and applying the code. Once you are confident about the subject matter, here are some hints that may help you become a wiser test-taker.

### HINT #1

#### Work Quickly

Read each question through just once. Go with the first answer that occurs to you. If you have second thoughts, mark the number and come back to it later, if you have time. It is important that you finish the exam and not spend too much time on any one question.

It is a good idea to plan a time strategy for taking the test. Determine how many questions you must answer in the given time. Allocate a certain amount of time per question (perhaps 1 1/2 to 2 minutes) and use a watch to maintain this pace throughout the exam.

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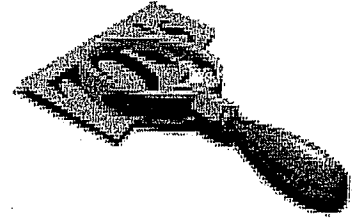


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#### HINT #2 Watch for Key Words

In multiple-choice questions you are given a partial statement which test writers call the "stem." The rest of the question completes the statement which test writers call "answer choices." Only one answer choice is correct.



#### Stem and Answer Choice Example

**Stem:**

Proposed code changes can be submitted by code enforcement officials, industry representatives, \_\_\_\_\_ and other interested parties.

**Answer choices:** (only one is correct)

- (A) the Federal Government
- (B) foreign nations
- (C) design professionals
- (D) attorneys

A "key" word or phrase is a word or group of words which are IMPORTANT to the meaning of the stem. Pay attention to key words by reading the stem slowly.

**Some key words are:**

except	minimum
not	which of the following
more than	all of the following
less than	which is true/which is false
maximum	

Also, sometimes key words will be underlined, capitalized or boldfaced.

#### Key Word Example



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### HINT #3 Eliminate Answers

Multiple-choice questions usually have four answer choices; that means you have one-to-four odds to choose the right answer. By reviewing and ruling out two of the possible choices, your odds improve to one in two or a 50/50 chance of answering correctly.

Therefore:

Immediately discard any obvious incorrect choices and move quickly to the next possibility.

If an answer choice is partly wrong, it is all wrong. Move to the next possibility.

If an answer choice seems correct but has nothing to do with the stem of the question, discard it. Move to the next possibility, and so on.

Sometimes two answer choices say exactly the opposite thing. In such a case, the correct answer is usually one or the other.

Many times, two of the answer choices are similar. Often only one or two words differ. Again, the correct answer is usually one or the other.

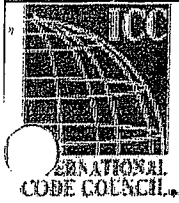
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## HINT #4 Follow Your Hunches

Research shows that when you have a hunch and change an answer, your hunch usually proves to be right. Follow your hunches systematically.



Do not go over any answers until you have finished the test. Then, use all the remaining time to review your answer selections.

First, go back and review the directions. Make sure you followed them exactly.

Next, check that you have entered the answer choice you intended to select.

Then, read over the questions and answers that you selected for further thought (as suggested in Hint #1).

Finally, if you have time, go over all your other answers. Carefully correct errors.

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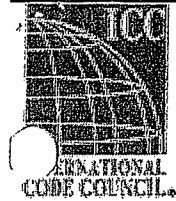
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## RELAX!

When thinking about or taking an exam, does your...

- mind become agitated?
- heart beat accelerate?
- breathing become shallow?
- body sweat?
- stomach feel queasy?

Most test takers can identify with some, if not all, of the above conditions. How do you get control of these internal responses? One way is to train your mind and body to relax.



### Mind and Body Relaxation Exercise

A periodic relaxation break during the exam is well worth the feelings of relaxation and rejuvenation that you'll feel. The following exercise can be done in about 30 seconds.

Relax1 Take a comfortable deep breath and then let the air out slowly and quietly. As you breathe out, say "RELAX" to yourself, and feel the tension flowing out of your body.

While relaxing during the deep breath, let your arms and hands dangle at your sides. Feel the warmth from the blood flow into your hands. Imagine the tension flowing out through your fingertips.

Tighten and relax your fingers several times to induce blood flow.

Change your body position slightly allowing more blood flow to your lower body.

Stretch your arms, legs and back.

Take another deep breath, say "RELAX" as you exhale, and return to work.