

## Tips for Taking the PMP Exam

1. Schedule the exam as soon as possible after a review class while the information is fresh in your mind and your initiative is high.
2. Prepare for the test according to *your* learning style: use sample questions, review courses, study groups, memorization, notes, or audiotapes.
3. Check out sample questions on the pmi.org certification website to get a feel for the test.
4. Be familiar with PMBOK definitions of terms. PMBOK uses a more structured methodology than many companies do.
5. *DON'T* memorize the PMBOK. *DO* understand the inputs, tools and techniques, and outputs associated with each process.
6. At the testing center, watch the test tutorial to learn how to mark questions so you can go back to them later.
7. Memorize all formulas. Use the first 15 minutes before the test starts to write down the formulas so you won't be confused or stressed later.
8. Don't spend too much time on one question. Mark questions for review later and move on.
9. Pace yourself. Use the first 2-3 hours to go through the questions, marking ones that you want to revisit. Use the remaining time to go back to those questions.
10. Read all questions carefully so that you don't rush into an incorrect answer.
11. Each question has four options (a, b, c, d). There are no trick questions. Don't read more into a question than what is stated.
12. Don't leave a question unanswered. If you run out of time, use the last 5 minutes to answer any remaining questions. You have a 1 in 4 chance of choosing the right answer.
13. Eliminate the obvious wrong answer first, and then get the options down to a 50/50 choice. If there is no obvious right choice, re-read the question.
14. Don't do any math in your head—write down all calculations and check for errors.
15. Read scenario questions carefully. These require you to answer 3-4 questions in a row. If it seems like two alternatives are correct, re-read the directions.
16. If you need to guess, be wary of terms that *do not allow exceptions to rules*, such as: always, never, only, must, or completely.
17. Bring a snack or drink and take a 5-minute break halfway through the test.
18. Stop studying and get a good night's sleep before the exam. Don't schedule any other activities prior to the exam.
19. Make a practice run so you can find the exam location, parking, and know traffic patterns before the day of the exam.
20. If you don't think you're ready, reschedule the exam for a later date.