



Want to ACE Your Police Written Promotional Exam?

THOUSANDS of officers have been promoted after following our Advanced Study System:

The 10 Steps to Written Exam Mastery!

You will need your textbook(s) along with all the questions we have for those books, in these five exam formats:

- (1) online flashcards
- (2) printed flashcards
- (3) Advanced Online Exams
- (4) Advanced Desktop Exams and
- (5) printed copies of the Advanced Desktop Exams.

How to Study Using Your Textbook, Online and Printed Flashcards, a Paper and Pencil exam and the Advanced Desktop and Online Exams;

You will also need a set of 1" x 1" sticky notes and a set of larger 2" x 2" (approx) sticky notes to use with the printed flashcards (steps 1 – 7).

Print out the flashcard PDF file(s) and cut each sheet into 4, leaving 1 question per card.

Our printed flashcards are formatted so you can study by yourself, away from the computer. It is also beneficial to study with a family member or friend when you get to Step 6. If studying with someone else, at Step 6 have them read you the question and confirm your response or check the textbook and discuss the correct response with you.

If studying from more than 1 textbook, some people like to study each book's printed flashcards separately, but many will take our suggestion and mix the cards together. It's up to you. Your actual written exam will likely not present all the questions in textbook order, so it makes sense to us to study with the questions mixed as well.

Why do you need FIVE ways to study test questions? Why use Online AND Printed Flashcards, Paper-and-Pencil, Online AND Desktop Exams?

Answer: REDUCING "Question Anxiety"

What is "Question Anxiety" and how do you eliminate it?

Imagine being in this scenario: You walk in to a large room filled with people and sit down at a desk to take an important exam. You notice your heart beating a little quicker. You are unsure of yourself. Did you study enough? Did you study the right topics? Will you remember it all? Then they hand out the testing material. You look at the first question and read it. You read it again. And again. Your mind is blank - and you wonder if all the questions will be like this one.

This is a common occurrence. It happens to almost everyone taking an important exam.

It isn't that the person didn't study or didn't read the material, it's just that they had never seen the material in the form of a question that DEMANDED a response! Once they see the material in this question format, in the all-important promotional test setting, they "freeze."

Our testing experience has proven that using varied and different testing environments; both on and off-line, and away from the computer, and the ability to involve friends and/or family members through the Flashcards, helps you quickly learn and retain the material. "Question Anxiety" dissipates. You become used to seeing the questions in a randomized variety of ways, so the stress of encountering test questions dissipates and you can concentrate on learning and applying your knowledge to the exam. On test day - YOU ARE READY!

Let's Do This!

Please read through the next few pages before attempting each step.

You will begin to see the overall purpose of the system - to get you using 5 different methods of study all combined into one system, designed so you thoroughly learn all the material.

Feel free to adapt the system to your particular circumstances and time available. But - it is most effective when you study using all 5 methods: **Online AND Printed** Flashcards, **Paper-and-Pencil, Online AND Desktop** Exams.

Step 1: Go to each of the printed **flashcards**. Read the question, the answer, and also open the textbook to the page number and read the question and answer in the context of the author's presentation. **Highlight** the question and answer in the textbook. Also place a flag or marker overlapping the page so you can open to it quickly.

Step 2: Read your entire textbook, **and highlight** all the other important concepts you find that may not have been covered by the flashcards. Throughout this process you should be going back to the textbook often, reading all the highlighted portions.

Step 3: Using the PDF **Desktop Exam(s)**, open the file (using the latest edition of the FREE Adobe Reader available for your system) and immediately click on SCORE EXAM. It will Score as "0" but will display the answer to each question in RED as you scroll down. Read each question, along with the proper response. You should do this as often as needed after reading and highlighting your textbook.

Print out the Desktop Exam, make multiple copies, mix up the pages, and take the exams in this pencil-and-paper format numerous times throughout your study time - at least every 3 or 4 days. You can print it with or without the answers in red or the reference page numbers showing. Especially if you are used to paper-and-pencil exams, and also if that is what your agency will be using, this will add to your confidence and understanding of the material when you take the exam this way.

Using the **Advanced Online Exam**, log in and open up your exam, and review the entire exam at this point. Mark for Review any material that does not look familiar. You will return in later steps.

Using the online **flashcards**, go through each question, answer all you can, and mark for review any you do not answer correctly. You will return many times in later steps.

With the printed **flashcards**, If studying by yourself, place a small 1" x 1" "sticky note" over where it shows **Correct Answer(s)**: for each of the Flashcards. Go on to the next step.

Step 4: Go through each printed **flashcard**, reading the question and the answer choices. If you know the answer, confirm it and move to the next question. If you do not know the answer and choose wrong, refer back to the material in the textbook. Continue doing this until you can answer nearly 100% of the questions correctly.

Step 5: On each **flashcard** place the larger sticky note over all of the possible responses AND the answer – book citation. **When looking at each question, you should be able to read the question without reading the choices or the correct response.** Make sure you use sticky notes large enough to do this! Go through the questions once, and keep track of how you do on each question through notes or marks on the flashcards. You are going to go through all the questions again in Step 6.

Step 6: Open the **Desktop Exam** and without clicking on SCORE EXAM, begin to go through each question and click on what you believe is the correct response. Answer all the questions, then click SCORE EXAM. Review your incorrect answers.

Continue taking and scoring the Desktop Exam(s) for each textbook. You need to score in the 90%+ range within the first few times taking the Desktop Exam. Many of our clients will score 100% after only just a few times through the exam.

Using the **Advanced Online Exam**, log in and review the entire exam first, and then begin to answer all the questions that look familiar. Mark for Review any question that does not look familiar. Use the printed flashcards and the textbook to familiarize yourself with the material before submitting the online exam for scoring. TAKE YOUR TIME. Do not rush this step. Repeat this as needed until you are at or very near 100% proficiency.

Using the online **flashcards**, go through each question, and mark for review any you do not answer correctly. You will return again in later steps.

For each printed flashcard, read through each question without reading the list of possible correct answers. From the question alone, without the benefit of the possible choices, try to answer. Then, check your response and if needed confirm with the proper page and highlighting in the textbook. **Continue doing this until you can answer nearly 100% of the questions correctly, WITHOUT the benefit of first seeing the choices in front of you.**

For questions you are having difficulty with, make notes on the online and printed card and also fold one corner of the printed card so you can quickly pick out those questions you need to concentrate more time on.

Step 7: If time allows it, **take some time away, a day or two off**, to clear your thoughts. Then, return to the textbook and read through the book and your highlighting.

Step 8: Repeat ALL of Step 6, using the **Desktop AND Online Exams, the online and printed flashcards, and the paper exam**, until you are at or very near 100% proficiency.

Step 9: If time permits, **take some time off a few days before your written exam.** Get plenty of rest, as well as some exercise. Clear your thoughts. You now have a firm grasp on the material, you just have to go back into it one more time to confirm your readiness.

Step 10: **Set aside a few hours the morning of the day before the exam.** Go through Step 5 and Step 6 one or two more times. At least one more time, set aside a few hours to go through the entire book, reading through your highlighting and all the important concepts.

The night before, get plenty of rest, and on test day have a small portion of your favorite breakfast. You've come this far, you should be confident that you will receive an excellent score.

Relax, you'll do fine!

Don't forget to let us know when you receive the news about your promotion!

Stay Safe!

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