



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!

The Three Things You Will Need Are:
Your Textbook ... Flash Cards ... and Advanced
Online and Desktop Exams

We've been helping officers study for and achieve their promotion since 1985. We know what we are talking about ... so, here it is ...

How to Study Using Your Textbook, Flash Cards and the Advanced Desktop and Online Exams;

You will need the textbooks, along with the full sets of Flash Cards and Advanced Desktop or Online Exams for each of your textbooks from the Advanced Promotional Testing Course at PoliceCareer.com - each containing 100 - 500+ questions for each textbook, depending on title and edition.

Don't have the exams from your textbooks yet? The best place to start to find what you need is this link: <https://policecareer.com/index.html#want>.

Want to see if we have exams for your textbooks? Here is a quick reference list of exams we have available, alphabetical by

title: <https://policecareer.com/enrollpaypal.html#Titles>.

You will also need a set of 1" x 1" sticky notes and a set of larger 2" x 2" (approx) sticky notes (steps 1 – 7).

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

Our Flash Cards 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 Flash Cards 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 THREE ways to study test questions? Why use Flash Cards, Online AND Desktop Exams?

Answer: REDUCING "Question Anxiety"

What is "Question Anxiety" and why should 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, 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 Flash Cards, 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!

Step 1: Go to each of the Flash Cards. 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 flash cards.

Step 3: Using the 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.

If you are used to paper-and-pencil exams, you can print out the Desktop Exam and take it that way. You can print it with or without the answers in red or the reference page numbers showing. Many clients tell us it adds to their confidence and understanding of the material to also 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.

With the Flash Cards, If studying by yourself, place a small 1" x 1" "sticky note" over where it shows **Correct Answer(s):** for each of the Flash Cards.

Step 4: Go through each Flash Card, 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 Flash Card 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 flash cards. You are going to go through 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 open up your exam, and review the entire exam and then begin to answer all the questions that look familiar. Mark for Review any question that does not look familiar. Use the flash cards and the textbook to familiarize yourself with the material before submitting the online exam for scoring.

For each Flash Card, 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 card and also fold one corner of the 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 Step 6, the Desktop AND Online Exams, 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.

IMPORTANT: You may like using the flash cards better than the desktop exam, or the online exam better than the desktop exam and the flash cards. However - don't use just 1 method - Keep Using ALL THREE!

REMEMBER - You need to reduce "Question Anxiety": 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 Flash Cards, 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.

The night before, get plenty of rest, and on test day have a small portion of your favorite breakfast. You've come this far, if you have followed the above steps, 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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