



## Want to ACE Your Police Written Promotional Exam?

[Follow these 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 [www.PolicePromotion.net](http://www.PolicePromotion.net), or the Advanced Promotional Testing Course at [www.PoliceCareer.com](http://www.PoliceCareer.com) - each containing 100 - 400 questions for each textbook, 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?

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. 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.

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!

**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:** 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. 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!

Lt. Paul Patti (ret)  
Director, Police Career and Promotion Services, LLC  
[Paul@PoliceCareer.com](mailto:Paul@PoliceCareer.com) or [Paul@PolicePromotion.com](mailto:Paul@PolicePromotion.com)



Like us on Facebook! <https://www.facebook.com/policepromotion>

Connect with us on LinkedIn! <http://www.Linkedin.com/in/PoliceCareer>

Follow Us on Twitter! <https://twitter.com/PoliceCareer>