

## Examination Preparedness Checklist

This worksheet includes the *Two-Week Test Preparation Checklist* and *Last-Minute Test Preparation Checklist* which provide you with suggestions to improve your testing experience. These checklists include suggestions to alleviate stressors that could potentially distract you during the examination and negatively impact your performance.

The Two-Week Test Preparation Checklist includes topics and information about the examination such as confirming logistical matters, understanding the format, and clarifying procedures. The Last-Minute Test Preparation Checklist outlines what you need to bring with you on the day of the examination and provides suggestions for making your examination experience as comfortable as possible.

| <b>Two-Week Test Preparation Checklist</b> |  |
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| <input type="checkbox"/>                   | 1. You have confirmed your reservations for hotel and transportation. (As applicable)  |
| <input type="checkbox"/>                   | 2. You have made a trial run to the test center. <ul style="list-style-type: none"> <li>• Are there any tolls?</li> <li>• Are there any detours?</li> <li>• Is there road construction or things that will impact traffic?</li> <li>• Where is the parking?</li> <li>• Is there alternative parking?</li> <li>• On which floor is the test center located?</li> <li>• Is there a restaurant nearby that provides quick dining services?</li> </ul>             |
| <input type="checkbox"/>                   | 3. How will the test proceed? <ul style="list-style-type: none"> <li>• How many sections are there?</li> <li>• How long is each section (number of questions and time limit)?</li> <li>• What is the order in which the sections are administered?</li> <li>• When are the scheduled breaks?</li> <li>• How much break time do I have?</li> </ul> <p>The answers can be found in the <a href="#"><i>ABFM Candidate Information Booklet</i></a>.</p>            |
| <input type="checkbox"/>                   | 4. Complete the <a href="#"><u>Online Examination Tutorial</u></a> a few times to become more familiar with how to navigate through the examination. Completing this tutorial several days before your examination will familiarize you with the information, which will make the tutorial on examination day just a review. You want to expend as little mental energy on additional activities that are unrelated to answering questions on examination day. |

### **Last Minute Test Preparation Checklist**

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| <input type="checkbox"/> | 1. Bring your e-Ticket to the test center. Your e-Ticket contains important information regarding the examination and testing location.  |
| <input type="checkbox"/> | 2. Bring your non-expired, signature bearing photo identification such as your driver's license, passport, or state/county ID card. If you have questions, please contact the ABFM support center at (877) 223-7437 or look in the <a href="#">Candidate Information Booklet</a> .   |
| <input type="checkbox"/> | 3. Be aware that you will be asked to place all of your possessions including your watch, cell phone, PDA, wallet, and any other items you might bring with you that are not considered "Comfort Aids" in a locker while you are testing. (See the <a href="#">Candidate Information Booklet</a> for a list of items allowed in the testing room).   |
| <input type="checkbox"/> | 4. Understand that occasionally an examination might be delayed due to technical issues beyond the control of the test vendor such as power outages, weather-related problems, etc. If this happens, please remain calm.<br><br>If the delay is a technical issue for which the test service is responsible, then you will be provided the full amount of time to complete the examination despite the delay. If this happens, use this time to get into the right frame of mind to focus only on the test questions. Avoid unrelated or insignificant events such as the delay, the weather, your commute, the reliability of the computer, implications of passing or failing the test, etc.   |
| <input type="checkbox"/> | 5. Pack a lunch. This will give you extra confidence that even under adverse conditions, you are still prepared. If you should find that the nearby restaurant is closed, you would have an alternative.<br><br>In the past, a small number of candidates have accidentally pressed the button to skip lunch and continue taking the test. If you should accidentally do this, you have two options. Your first option is to wait until the next scheduled break and use this time as an opportunity to eat, which would not take away from actual examination time. The second option would be to take an unscheduled break and leave the room for 4 or 5 minutes to quickly eat something. In the second option, the time you spend eating counts against the time you are allotted to complete the examination. The examination clock does not stop. Please note that you are not permitted to eat in the testing room. |
| <input type="checkbox"/> | 6. Lay out comfortable clothes the night before the examination. If you dress in layers, you can add or remove layers to maintain a comfortable temperature. Light sweaters, sweatshirts, and jackets are permitted in the testing room and may be worn or removed as needed. All clothing will be subject to inspection. Outerwear such as heavy coats, raincoats, ski jackets, etc. are not permitted in the testing room.   |
| <input type="checkbox"/> | 7. On the night before the examination, don't try to cram. Instead, get a good night's sleep. Eat a good breakfast that morning as well.   |