

# **EXAM PREPARATION GUIDE**

## Introduction

At RECA, we want to do everything we can to set you up for success. RECA Prep Exams are available to prospective licensees as a learning tool and Pre-licensing Exam preparation. Prep Exams are one tool you may choose to prepare for your Pre-licensing Exam. Some adult learners have not taken a long exam in many years and find going through the motions of sitting an exam helpful. Prep exams are known to:

- Reduce anxiety
- Highlight knowledge gaps
- Increase retention

### *Reduce anxiety*

Prep exams allow you to experience the same platform that you will use for the Pre-licensing Exam and see a variety of questions. Questions are presented in diverse styles and formats that allow you to become accustomed to how questions, answers, and distractors (wrong answers) will appear on the Pre-licensing Exam. Many learners find prep exams allow them to focus on the question content during the Pre-licensing Exam rather than being distracted or stressed by the format or platform. Reduced anxiety has been shown to lead to improved exam outcomes.

### *Highlight knowledge gaps*

You may want to determine your pre-existing knowledge or the areas you need to concentrate on to prepare for the Pre-licensing Exam. Prep exams give you the information you need to plan your study and preparation.

### *Increase retention*

Applying your knowledge to actual questions helps learners retain content. Depending on your other commitments and obligations, you may complete a pre-licensing course and have a delay before writing the Pre-licensing Exam. You may choose to write the Prep Exam to review and practice which increases retention.

Although you may score well when you practice, it is important to remember that Prep Exam questions evaluate all subject learning outcomes while the specific learning outcomes vary. The prep questions are a random sample of questions from all the competency areas for that specific license. Keep in mind that other factors may also affect your performance on exam day, such as exam anxiety. Refer to **Preparing for Exams** for tips on reducing anxiety and setting yourself up for success.

We suggest practicing these questions be only one component of your preparation. You should not attempt to memorize each question. While some questions on your Pre-licensing Exam may look similar to the prep questions, they will never be identical. Please be aware that the level of difficulty varies from question to question.

RECA has made every attempt to ensure accuracy of the material as of the publication date. However, there may be typographical errors or subsequent changes in the law. Errors contained in the Prep Exam will not form the basis of a successful appeal of your examination grade. Therefore, if for any reason you doubt the accuracy of the answer to any questions, you should either consult your course materials or contact the Course Provider where you were a student to confirm the current answer.

## Preparing for Exams

### *Study Environment*

The right study environment can support you getting the most out of your time and effort. Remember that “right” needs to be right for you. You should also consider environmental factors that may impact your success:

- 1. Develop a plan/routine**

As a busy adult learner, you may find other responsibilities take precedence over your study time. Scheduling your study time and having a plan for how you will use that time makes it more likely that you will follow through and that other people will respect this time. Experiment with routines and schedules until you find what works for you and your life.

- 2. Get organized**

Keep your study materials in one place and make sure it stays organized. If you need it to be portable, organize it in a way that allows you to grab and go. Do whatever you can to make studying as easy as possible. You want to minimize frustration, effort, and time.

- 3. Location/Distractions**

People study best in different environments. Some individuals need a little noise and movement around them while others need absolute silence and isolation. Others cannot study in a space that reminds them of chores or other responsibilities. Identify your needs, preferences, and distractors. Minimize your distractors and choose a comfortable location that allows you to focus. You can also drown out the world around you by using earbuds or headphones to play music that does not distract you or white noise. Studying in a consistent place reinforces your designated studying times.

- 4. Lighting**

Extensive hours looking at screens can strain your eyes and make you feel tired. Make sure the lighting in your study space is sufficient, use a blue light filter app if you are studying late at night and want to prevent sleep issues. Proper lighting helps people be more productive and focused.

### *Exam Preparation*

Completing and keeping your course work, Course Provider learning resources, and assessments is essential to preparing for the exam. Reviewing, organizing, and following up on any doubts or questions that arise from the pre-licensing course frequently identifies areas of uncertainty that may require clarification by instructors/tutors or further reading. It is important to have such points cleared up immediately, especially because these courses tend to build in complexity.

When you are getting ready for your exam, you should review continually and systematically well in advance. Do not wait to review until the night before. Decide how much review you think you will need and schedule your review sessions accordingly. Some students like to review complex subject matter one step at a time, trying to completely understand each successive point and topic first and leave understanding the “big picture” until later. Others prefer to start with the “big picture” and work downwards to the details. This again reflects individual differences in learning and either method can be effective when applied systematically.

On exam day, you will have the most probability of success if you are well-rested, calm, and poised. For most learners, this means you should not study late the night before the exam or cram information on the day of the exam. If you have prepared methodically and comprehensively well in advance, the best thing you can do the night before the exam is to put your books down early, do something you find enjoyable, and get a good night’s sleep. This will increase the likelihood that you will be rested, alert, and focused when you sit down to write your exam.

### Exam Item Formats

Exam questions may be presented in two basic formats. It is important that you understand these formats to ensure you can demonstrate your competency. We understand as an adult learner it may have been some time since you last wrote a multiple-choice test. Take the time to review the basic formats below to ensure you are confident of what is expected of you on the exam.

#### Single-Select Multiple-Choice

Single-select multiple-choice questions must be answered by selecting one alternative. The exam platform will not allow you to select more than one alternative.

Example:

What is the speed limit on most municipal highways in Alberta?

- a) 80 km/hr
- b) 100 km/hr
- c) 110 km/hr
- d) 120 km/hr

Answer:

- b) 100 km/hr

#### Multi-Select Multiple-Choice

Multi-select multiple-choice questions require you to select two or more alternatives indicated in the question. You must select all the required correct answers to receive the mark for the question. Partially correct answers will not receive any marks.

Example:

Which two of the following are acceptable forms of government issued photo ID for eligibility purposes?

- a) Passport
- b) Social Insurance Card
- c) Alberta Health Services Card
- d) Driver's License

Answers:

- a) Passport
- d) Driver's License

### Prep Exams

You may purchase a Prep Exam (up to three times) to test your knowledge prior to writing the Pre-licensing Exam. Although shorter in length and time to write than the Pre-licensing Exam it will provide valuable feedback on your current knowledge after completing a course. You will be provided a breakdown of your score and where you may need to revise your studies.

## Calculator

The exam platform CALCULATOR is a basic calculator that may meet your needs for **most** exams. Practice of Commercial Real Estate and Practice of Mortgage Brokerage exams require specialized calculators and must be taken at a Pearson VUE test centre. Review the specialized calculator information below.

### Practice of Commercial Real Estate Calculator Requirements:

For the Practice of Commercial Real Estate exam, you will require the HP 10bii financial calculator. This exam must be taken at a Pearson VUE test centre.

### Practice of Mortgage Brokerage Calculator Requirements:

For the Practice Mortgage Brokerage exam, you will require the Qualifier Plus 4x-Canadian Model 3423. This exam must be taken at a Pearson VUE test centre.

Make sure to familiarize yourself with the Pearson VUE's [helpful resources](#) for proctored Pre-licensing Exams. Ensure you prepare as needed and address any special concerns before exam day.

## Exam Feedback

- Upon completing a Prep or Pre-licensing exam, you will receive a PASS or FAIL notification.
- Passed exam results will contain no further detail.
- Failed exam attempts will be provided with an exam score report broken down by competency. This allows you to see where you may need additional learning. The result will appear in the following format:

<u>Competency</u>	<u>Number Correct</u>	<u>Number of Questions</u>
1. Modern Mortgage Brokering	9	13
2. Establish a Brokerage	7	10
3. Hire Staff, Associates, and Brokers	5	5
4. Manage Staff, Associates, and Brokers	11	22
5. Manage Business and Resources	14	19
6. Compliance and Ethics	11	14
7. Ensure Competent Services	12	17

## Assistance

Support services vary between Course Providers. Check with your Course Provider for tutorial or other support resources for course work and exam preparation. Choosing the right course, format, and schedule, while staying organized and having a plan for your learning and licensing journey, can contribute to your success. Additional information on [Recognized Course Providers](#) may be found on RECA's website.