

TOP 10  
EXAM TIPS

Maximize your score on the PMP Exam by following these Top 10 PMP Exam Tips gathered from our PMP experts.

THE LEARNING SYSTEM FOR  
**PMP® EXAM PREPARATION**

- 1 **Write down key equations.** Before you answer any exam questions, take a couple of minutes to write out all the equations you can remember on the paper provided by the test center. This will save you time, lower your stress, and allow you to concentrate as you complete the exam.
- 2 **Understand the question.** Read the question two or three times to understand what's really being asked. Sometimes questions mention information that is not helpful or even related to the answer. Some questions that look as if they will require complex computations are actually looking for another and more obvious answer. Nail down the basic question before you jump at an answer.
- 3 **If you can, guess the answer before reading the choices.** If you see that answer in the choices, you can feel more confident about its correctness. However, remember that questions that require calculations usually include choices based on common mistakes. So plan on double checking those items.
- 4 **Answer questions from PMI's perspective.** PMI proposes certain essential characteristics of professional project management, such as being proactive in solving problems. Remember, too, that the practices PMI promotes may not be the way you do things in your job and your industry. Choose answers that reflect the approach described in the *PMBOK® Guide*.
- 5 **Answers with absolutes are usually incorrect.** If you are unsure of an answer and are trying to narrow down your answer choices, it is usually safe to eliminate answers with absolute words such as "all", "none" or "always."
- 6 **Eliminate obvious distractors.** For most questions, there are two distractors that usually appear to be incorrect, one that is likely to be plausible but incorrect, and then one correct answer. The following tips may also help to narrow down the correct answer:
  - When you first read a question, you generally should be able to eliminate two of the answers as incorrect.
  - If two or more options say essentially the same thing, then both responses must be incorrect.
  - If two options are opposites, then at least one of them may be eliminated.
  - Select the option that is the most inclusive.
- 7 **If uncertain, mark an item and move on.** If you cannot decide on an answer or if the question is going to require lengthy calculations, mark the question using the exam software and return to it later. It is possible that later questions may remind you of information that is useful for those "undecided" questions. You can experience this feature in the PMP Practice Exam found in the software portion of the *Learning System*. However, try not to leave anything blank at the end of the exam.

More tips on next page.

- 8 **Use “educated guesses.”** You may see a question that seems totally or partially unfamiliar. Or you may be faced with the situation of too many unanswered items and too little time to complete the exam. In both situations, your best option is to guess. While you should not guess every answer, guessing is better than leaving an item blank. There is a 0% chance of getting an unanswered item correct.

There are two kinds of guessing:

- Blind guessing applies to those situations in which the examinee is completely unfamiliar with the item.
- Informed guessing describes the process of guessing after having eliminated one or more of the options on the basis of partial familiarity. The probability of making a correct guess increases with every option you successfully eliminate.

Do not change your answers unless they are obviously wrong. In most instances, “second guessing” produces a poorer outcome.

- 9 **Budget your time and don’t rush.** You do not receive more points for finishing first; use the time allowed for the exam so that you give yourself sufficient time to review and check your answers. There are 200 multiple choice questions on the PMP exam, and you have four hours to complete the exam. One strategy is to set a goal of completing about 30 items every half hour. This would leave you a half hour to go back and review your work and complete unanswered questions. The *Learning System* software times you against the pace of the exam and gives you an indication of whether you are on pace to complete the exam.

- 10 **Be prepared.** *The Learning System for PMP® Exam Preparation* provides you with a 5-week step-by-step plan, supported by an expert instructor and all the study resources you need to prepare to pass the PMP Exam. When you are able to complete the online PMP Practice Exam and the Post-test with a score of 80% or higher, can feel confident in your preparation for the PMP Exam.

*For even more tips, tools and step-by-step guidance through the PMP program, purchase **The Learning System for PMP® Exam Preparation.***