

Exam Tips

1. Prepare! Prepare! Prepare!

Study the candidate guide; underline, highlight, and photocopy pages of the guide as necessary; make lists of what is needed at each stage of the exam; and make your individual schedule of what you plan to do and when you plan to do it.

2. Patient Selection

Selecting the appropriate patient is crucial. Make sure your patient meets the specific criteria as outlined in the candidate guide. If you're unsure as to whether or not your patient meets the criteria, then he or she probably doesn't. There are no hidden requirements in the published patient criteria; all requirements are listed. Following is a list of pertinent information to communicate to each patient:

- Confirm travel arrangements
- Make sure the patient knows exactly when and where to meet you.
- If necessary, arrange transportation for your patient to the school.
- Be sure your patient knows your name and candidate number.
- Make sure the patient is aware of the time commitment before the exam. You don't want your patient walking out because of a misunderstanding.
- Inform your patient that three examiners will be reviewing the graded procedures.
- Make your patient aware that he or she may be in line for 30 minutes or more, so suggest the patient bring along reading materials.
- Help the patient to relax.
- A patient may wear a headset during treatment but not in the examining area.
- Remind your patient to bring a sweater in case he or she is not comfortable with the temperature in the clinic.
- Remember—you need the patient much more than the patient needs you!

3. Time Management

Plan your time wisely. You have more than adequate time if you pace yourself. Remember that unforeseen circumstances will arise. Have a contingency plan in case a patient is late, or fails to qualify. Plan to arrive at school as early as allowed. Don't arrive at the last minute.

4. Stress Management

If you expect to do well, you are more likely to do so. Maintain a positive attitude. If you study the candidate guide thoroughly and prepare as completely as possible, you will arrive at the exam feeling confident. If you feel your muscles getting tense, try taking deep breaths or going for a walk.