




Test Taking Strategies for CPAN® and CAPA® Certification

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Practice Makes Perfect !



Objectives

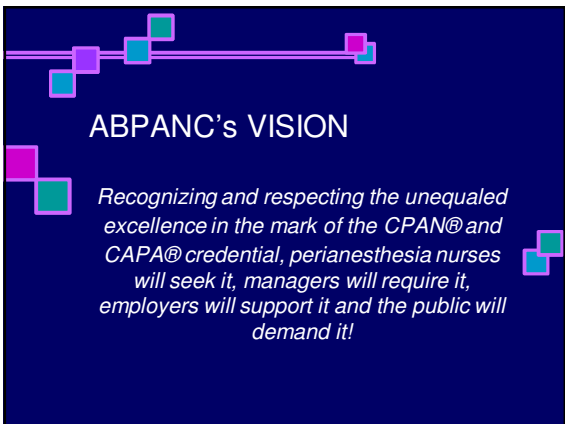
- Discuss which credential (CPAN and/or CAPA) is appropriate based on perianesthesia patient needs
- Describe the process for developing the CPAN/CAPA certification exams
- List 8 rules for multiple-choice test-taking success
- Identify study strategies and test-taking strategies



CAUTION

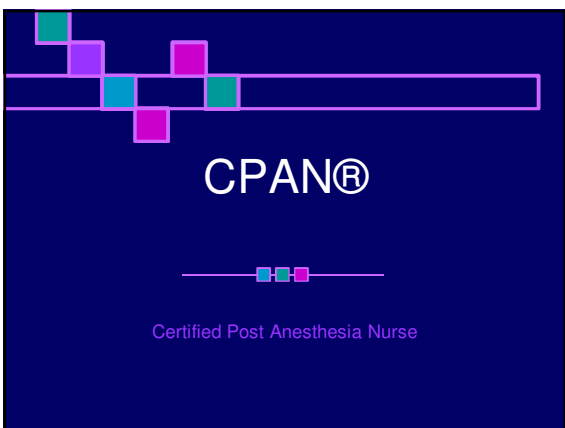
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**THE SURGEON GENERAL
Has Determined That Doing Just About
Anything, Anywhere Can Be Hazardous to
Your Health.**



ABPANC's VISION

Recognizing and respecting the unequalled excellence in the mark of the CPAN® and CAPA® credential, perianesthesia nurses will seek it, managers will require it, employers will support it and the public will demand it!



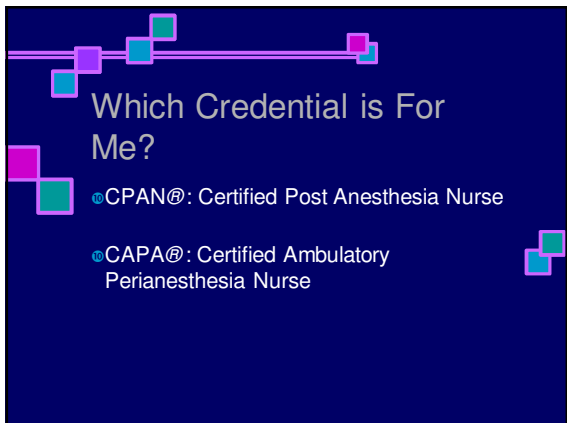
CPAN®

Certified Post Anesthesia Nurse



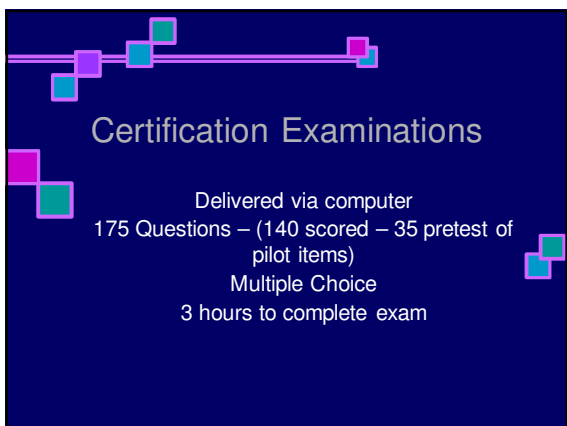
CAPA®

Certified Ambulatory Perianesthesia Nurse



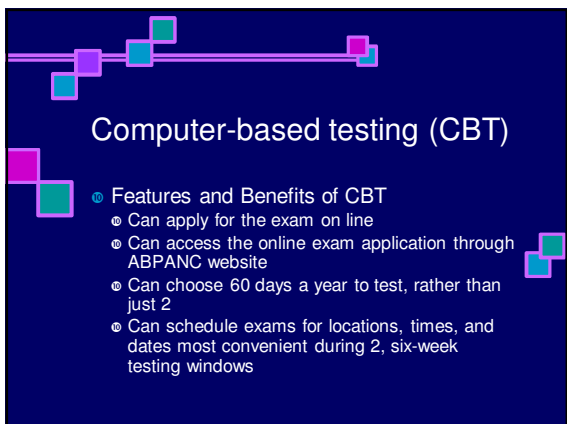
Which Credential is For Me?

- CPAN®: Certified Post Anesthesia Nurse
- CAPA®: Certified Ambulatory Perianesthesia Nurse




Certification Examinations

Delivered via computer
175 Questions – (140 scored – 35 pretest of pilot items)
Multiple Choice
3 hours to complete exam




Computer-based testing (CBT)

- Features and Benefits of CBT
 - Can apply for the exam on line
 - Can access the online exam application through ABPANC website
 - Can choose 60 days a year to test, rather than just 2
 - Can schedule exams for locations, times, and dates most convenient during 2, six-week testing windows




Computer-based testing (CBT)

- The computer keeps track of any questions that you skip
- At the end of the exam a summary page showing the questions that were not answered or that you marked so you could come back to them is given




Computer-based testing (CBT)

- Will need an e-mail address where information can be sent
- Free e-mail addresses at google.com, yahoo.com, hotmail.com
- Where to access a computer – at work, a friend or relative, internet café, public library
- See www.cpancaba.org for more info



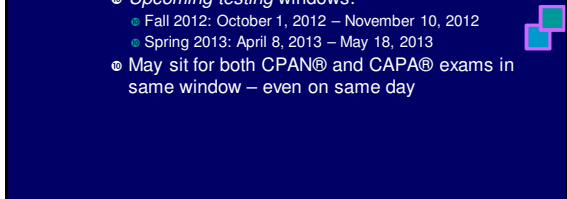
Computer-based testing (CBT)


- Features and Benefits of CBT
 - Fall 2012 *Registration* window:
 - July 9, 2012 – September 10, 2012
 - Spring 2013 *Registration* window
 - January 14, 2013 – March 11, 2013
 - May sit for both CPAN® and CAPA® exams in same window – even on same day



Computer-based testing (CBT)

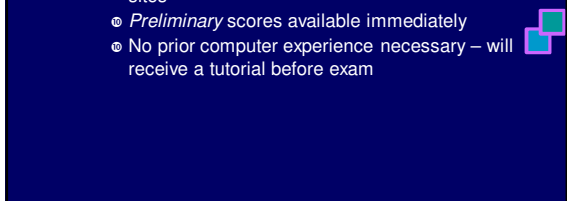
- Features and Benefits of CBT
 - *Upcoming testing windows:*
 - Fall 2012: October 1, 2012 – November 10, 2012
 - Spring 2013: April 8, 2013 – May 18, 2013
 - May sit for both CPAN® and CAPA® exams in same window – even on same day






Computer-based testing (CBT)

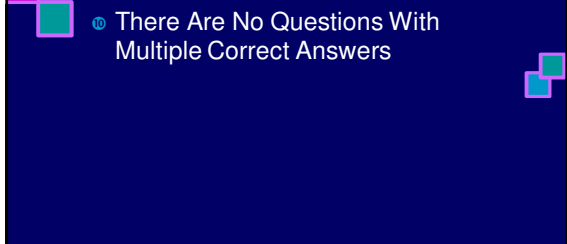
- Prometric selected CBT vendor – hundreds of sites
- *Preliminary* scores available immediately
- No prior computer experience necessary – will receive a tutorial before exam





There Are **No** Trick Questions

- There Are No Questions With Multiple Correct Answers



Percentage of exam questions by domain varies, dependent on exam
Beginning with Fall 2012 Exams

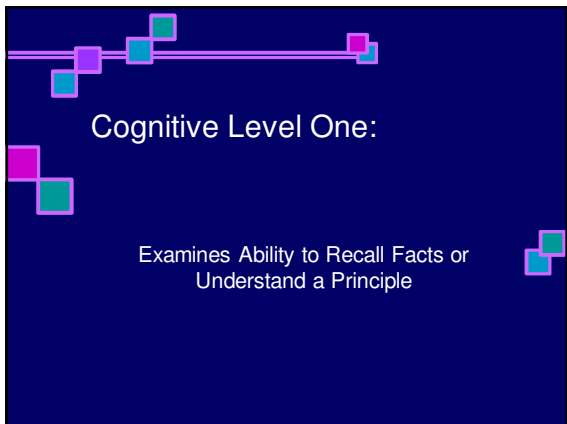
CPAN® Exam		CAPA® Exam	
Physiologic Needs –	57%	Physiologic Needs –	49%
Behavioral/		Behavioral/	
Cognitive Needs –	20%	Cognitive Needs –	24%
Safety Needs –	23%	Safety Needs –	27%

Where Do the Test Questions Come From?

- Submitted by any CPAN® /CAPA® Certified Nurse
- Item Writers
- IWRC & ERC
- Extensive review and revision process.
- Reviewed by several groups before appearing on exam.

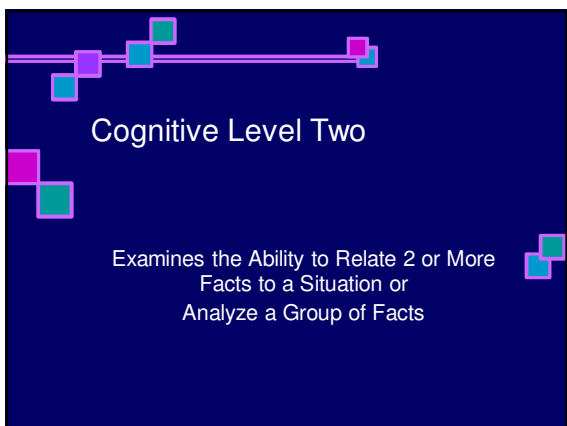
Levels of Questions

3 Cognitive Levels of Questions on the Exams



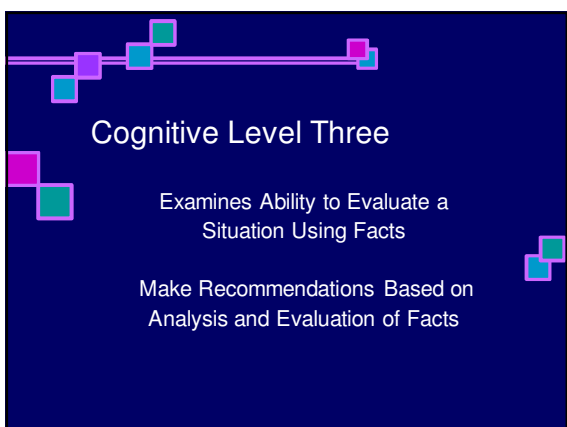
Cognitive Level One:

Examines Ability to Recall Facts or Understand a Principle



Cognitive Level Two

Examines the Ability to Relate 2 or More Facts to a Situation or Analyze a Group of Facts



Cognitive Level Three

Examines Ability to Evaluate a Situation Using Facts

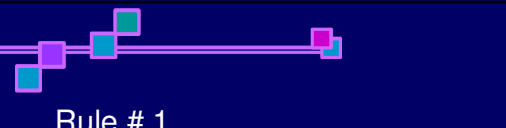
Make Recommendations Based on Analysis and Evaluation of Facts



Rules of Test Taking Success

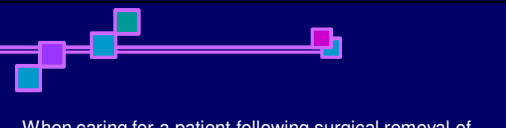
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What are the keys to success?
What do I need to do to pass?



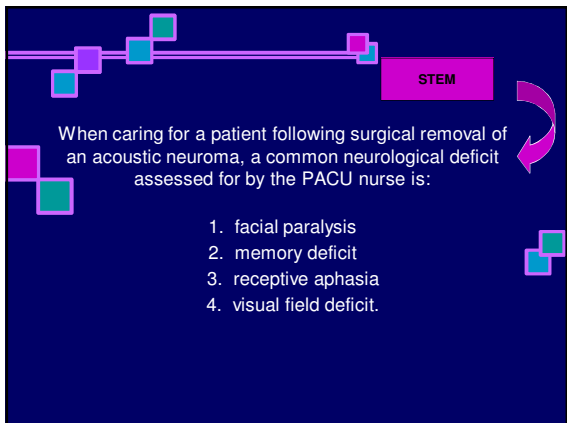
Rule # 1

Know the Parts of a Test Question
and How to Read Them



When caring for a patient following surgical removal of an acoustic neuroma, a common neurological deficit assessed for by the PACU nurse is:

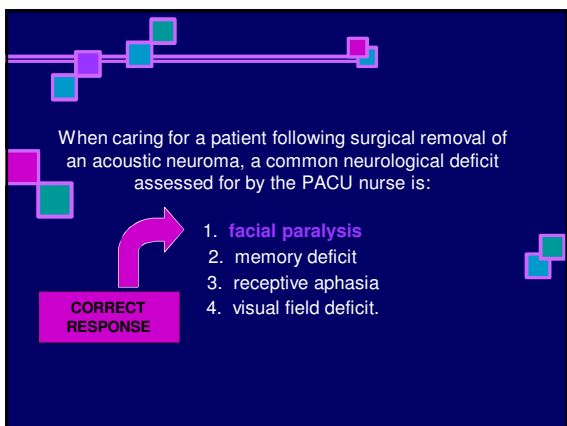
1. facial paralysis
2. memory deficit
3. receptive aphasia
4. visual field deficit.



STEM

When caring for a patient following surgical removal of an acoustic neuroma, a common neurological deficit assessed for by the PACU nurse is:

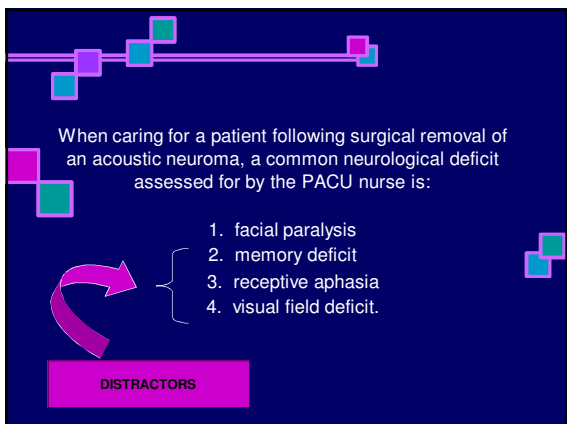
1. facial paralysis
2. memory deficit
3. receptive aphasia
4. visual field deficit.



CORRECT RESPONSE

When caring for a patient following surgical removal of an acoustic neuroma, a common neurological deficit assessed for by the PACU nurse is:

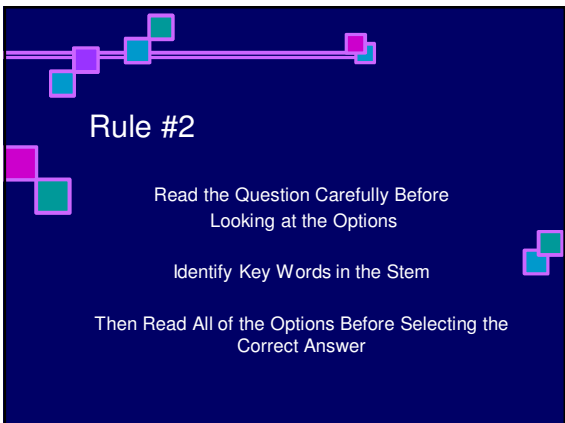
1. facial paralysis
2. memory deficit
3. receptive aphasia
4. visual field deficit.



DISTRACTORS

When caring for a patient following surgical removal of an acoustic neuroma, a common neurological deficit assessed for by the PACU nurse is:

1. facial paralysis
2. memory deficit
3. receptive aphasia
4. visual field deficit.

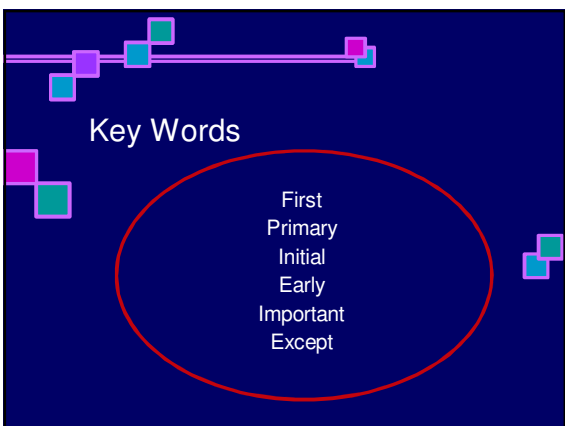


Rule #2

Read the Question Carefully Before
Looking at the Options

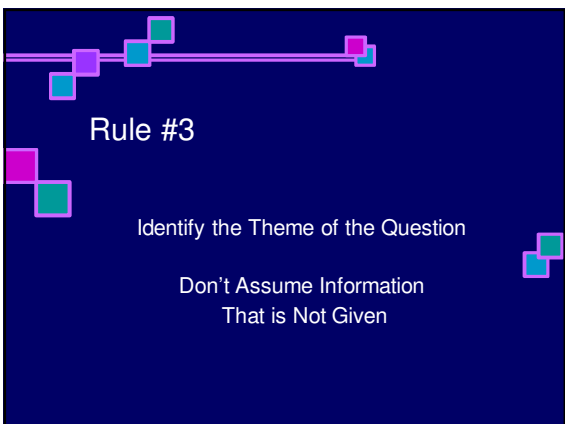
Identify Key Words in the Stem

Then Read All of the Options Before Selecting the
Correct Answer



Key Words

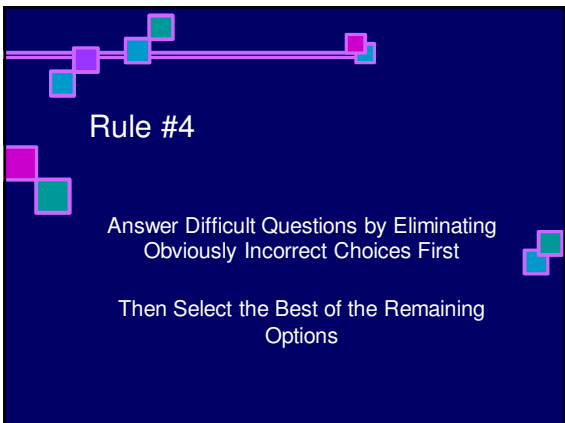
First
Primary
Initial
Early
Important
Except



Rule #3

Identify the Theme of the Question

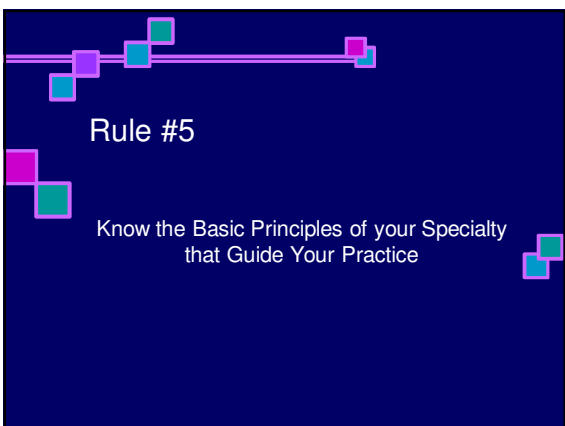
Don't Assume Information
That is Not Given



Rule #4

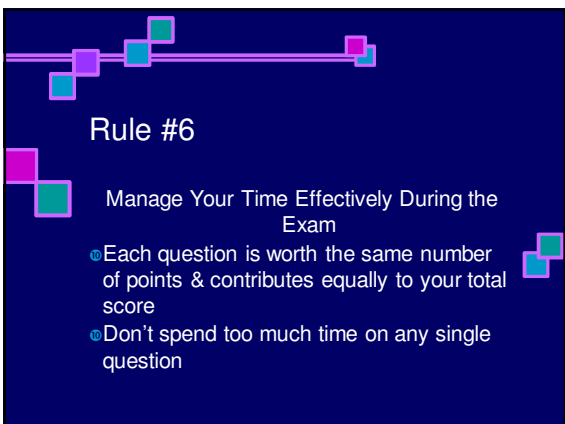
Answer Difficult Questions by Eliminating Obviously Incorrect Choices First

Then Select the Best of the Remaining Options



Rule #5


Know the Basic Principles of your Specialty that Guide Your Practice



Rule #6

Manage Your Time Effectively During the Exam


- Each question is worth the same number of points & contributes equally to your total score
- Don't spend too much time on any single question



Rule #6

Manage Your Time Effectively During the Exam

- Answer those questions that you are sure of the correct answer first
- Leave questions that you don't know the answer to blank, and come back to answer them at the end



Rule #7

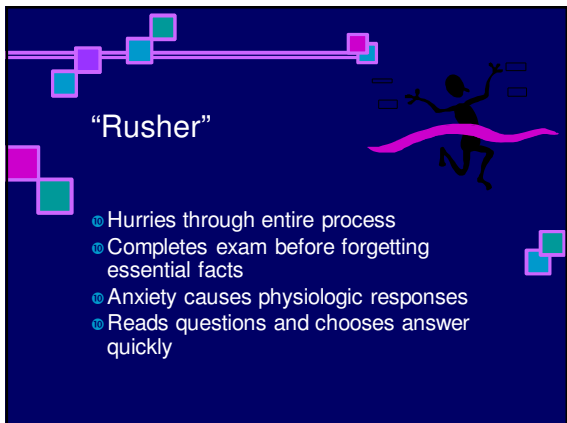
Do Not Change Your Initial Answers Without a Good Reason or Sound Rationale



Rule #8

Identify Your Personal Reaction to Test Taking

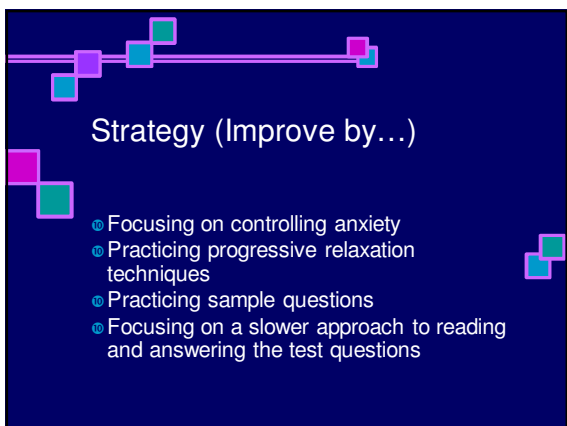
Establish Strategies to Improve Test-Taking Skills



“Rusher”

- Hurries through entire process
- Completes exam before forgetting essential facts
- Anxiety causes physiologic responses
- Reads questions and chooses answer quickly

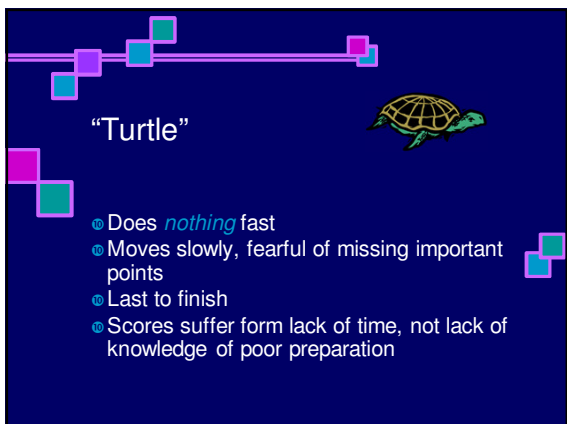
The slide features a dark blue background with a decorative border of pink and teal squares. A silhouette of a person is shown running quickly across a pink wavy line, with several question marks floating around them.



Strategy (Improve by...)

- Focusing on controlling anxiety
- Practicing progressive relaxation techniques
- Practicing sample questions
- Focusing on a slower approach to reading and answering the test questions


The slide features a dark blue background with a decorative border of pink and teal squares.



“Turtle”


- Does *nothing* fast
- Moves slowly, fearful of missing important points
- Last to finish
- Scores suffer from lack of time, not lack of knowledge of poor preparation

The slide features a dark blue background with a decorative border of pink and teal squares. A cartoon illustration of a turtle is shown in the upper right corner.




Strategy

- Focus on amount of time spent on each question
- Have a watch accessible
- Allow one hour for each set of 55 items (i.e., 1 hour for items 1 – 55, 1 hour for items 56 – 110, 1 hour for items 111 – 165)
- Must pace yourself!



“Veteran”



- Gains knowledge through life experience
- Relies on personal experience, not established standards of care
- Scores may suffer because these may not be the norm, standard or correct choice



Strategy

- Key principles and standards that support nursing actions
- Formulate decisions based on established standards of care
- Avoid generalizing questions to patients cared for in personal practice
- Review course to expand limited view point

“Crammer”




- Self esteem threatened
- Obstacle to overcome/accomplish
- Fears personal failure
- Attitude “I’ll worry about it tomorrow”
- Avoids exam instead of preparing for it
- When they do study, seldom results in *effective learning*

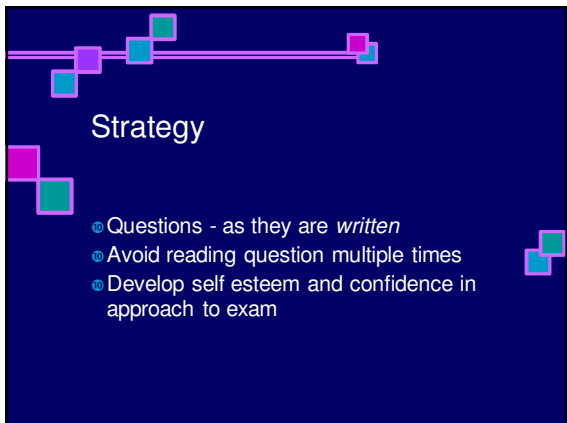
Strategy (Exam Approach)

- Step by step process
- Establish a progressive, disciplined study plan
- Develop study plan with realistic time frames

“Achiever”

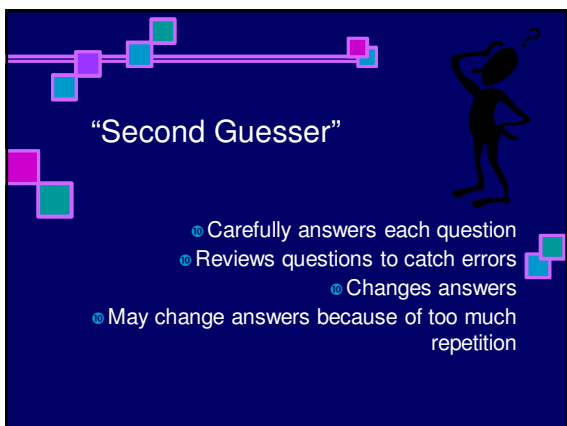


- Successful student
- Lack of confidence
- Look for underlying meaning in question
- “Read into the question”
- Lose sight of actual intent of the question




Strategy

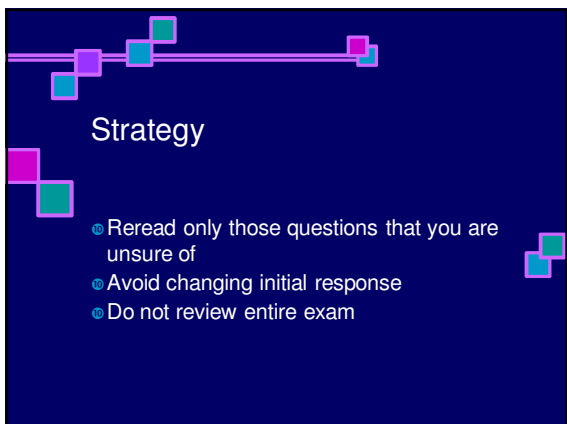
- Ⓢ Questions - as they are *written*
- Ⓢ Avoid reading question multiple times
- Ⓢ Develop self esteem and confidence in approach to exam



"Second Guesser"

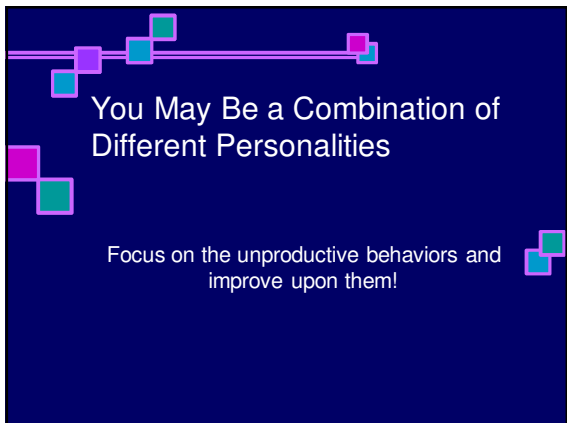


- Ⓢ Carefully answers each question
- Ⓢ Reviews questions to catch errors
 - Ⓢ Changes answers
- Ⓢ May change answers because of too much repetition



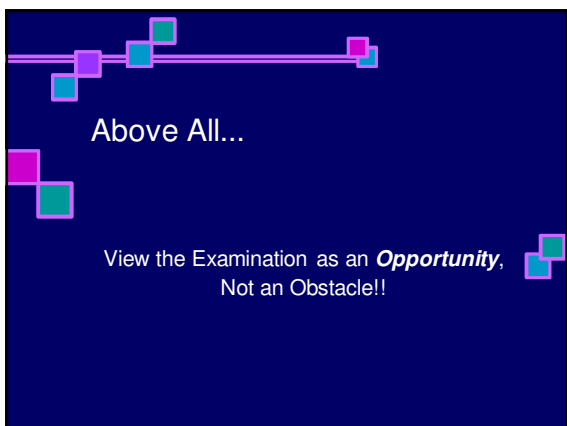
Strategy

- Ⓢ Reread only those questions that you are unsure of
- Ⓢ Avoid changing initial response
- Ⓢ Do not review entire exam



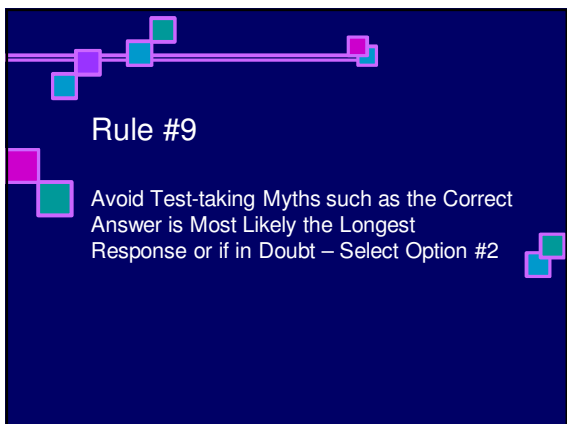
You May Be a Combination of Different Personalities

Focus on the unproductive behaviors and improve upon them!



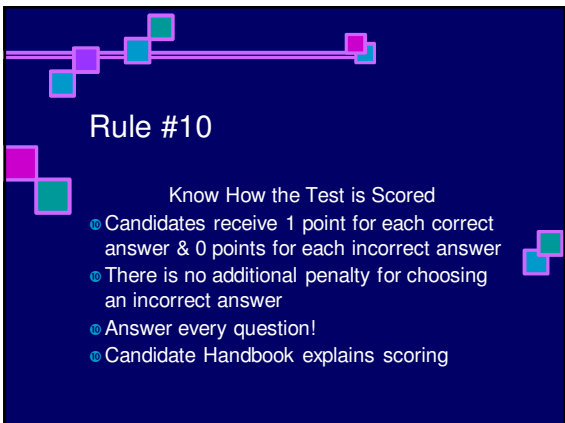
Above All...

View the Examination as an *Opportunity*, Not an Obstacle!!



Rule #9

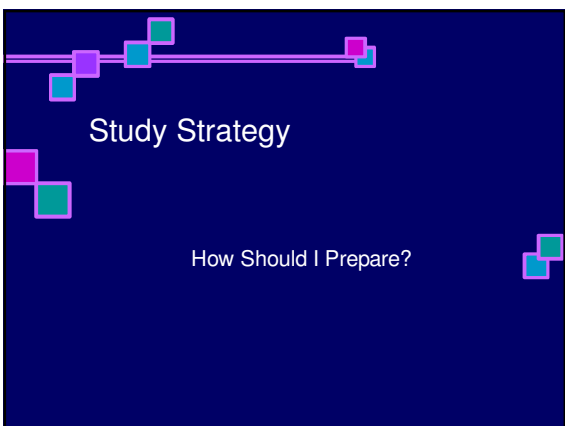
Avoid Test-taking Myths such as the Correct Answer is Most Likely the Longest Response or if in Doubt – Select Option #2



Rule #10

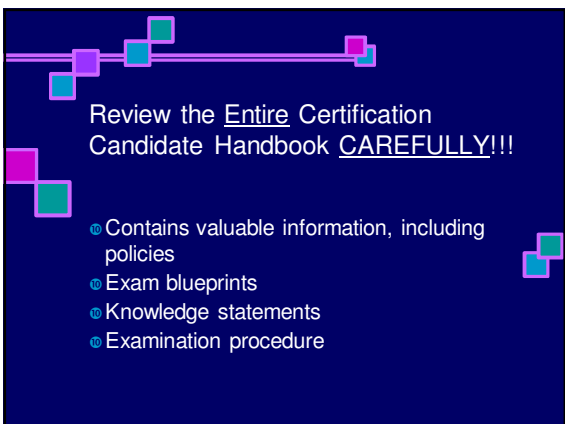
Know How the Test is Scored

- Candidates receive 1 point for each correct answer & 0 points for each incorrect answer
- There is no additional penalty for choosing an incorrect answer
- Answer every question!
- Candidate Handbook explains scoring




Study Strategy

How Should I Prepare?




Review the Entire Certification Candidate Handbook CAREFULLY!!!

- Contains valuable information, including policies
- Exam blueprints
- Knowledge statements
- Examination procedure



Take an on-line practice exam!


Go to www.cpancapa.org and click on *Practice Exams*, found under the Certification tab on the home page. You will be given instructions on accessing the practice exams.



A Word About the *Practice Exams*

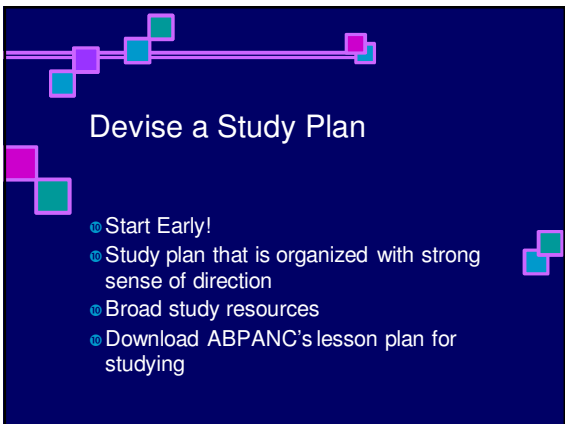
ABPANC's on-line practice exams are an opportunity to "practice" taking an exam similar to the actual CPAN or CAPA examinations.

You will be given the correct answer and pertinent study reference for the questions you miss – your practice exam will be scored using a similar process to how the real exams are scored.



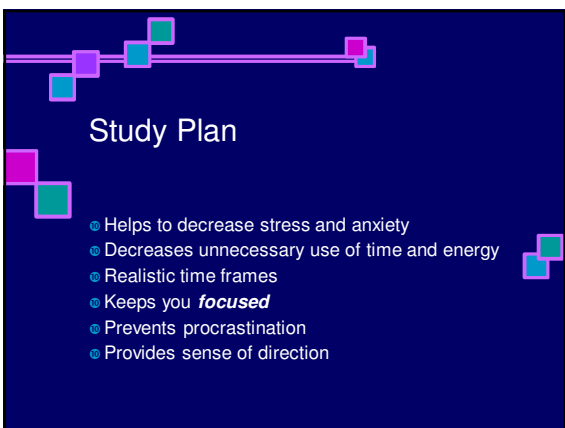
A Word About the *Practice Exams*

- Practice exams are 50 items each; can take multiple versions without receiving the same exam!
- \$50 each
- Buy one get one free through December 31, 2012!



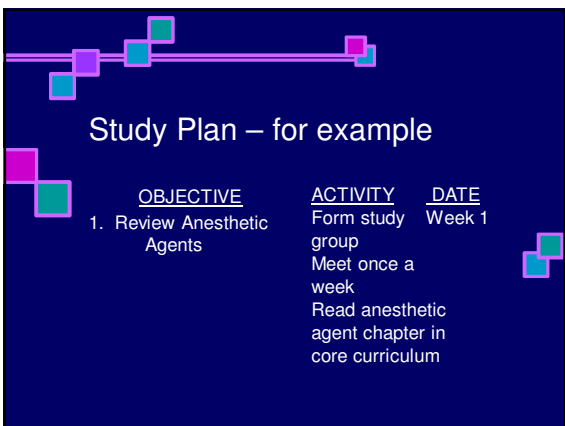
Devise a Study Plan

- Start Early!
- Study plan that is organized with strong sense of direction
- Broad study resources
- Download ABPANC's lesson plan for studying



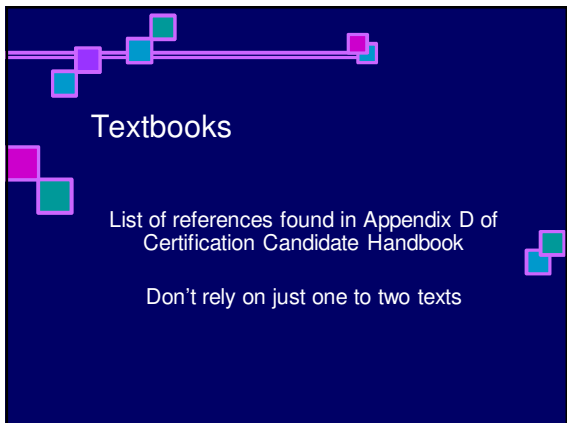
Study Plan

- Helps to decrease stress and anxiety
- Decreases unnecessary use of time and energy
- Realistic time frames
- Keeps you **focused**
- Prevents procrastination
- Provides sense of direction



Study Plan – for example

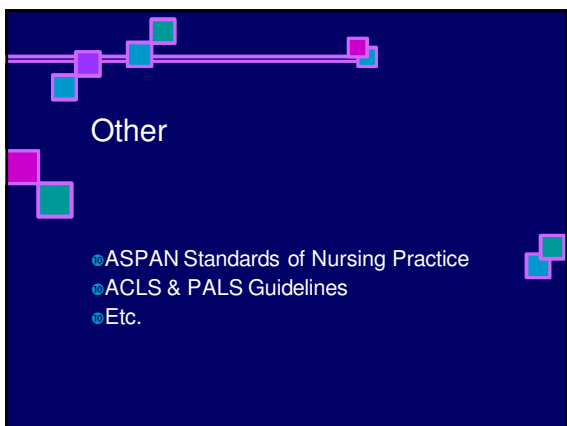
<u>OBJECTIVE</u>	<u>ACTIVITY</u>	<u>DATE</u>
1. Review Anesthetic Agents	Form study group Meet once a week Read anesthetic agent chapter in core curriculum	Week 1



Textbooks

List of references found in Appendix D of Certification Candidate Handbook

Don't rely on just one to two texts



Other

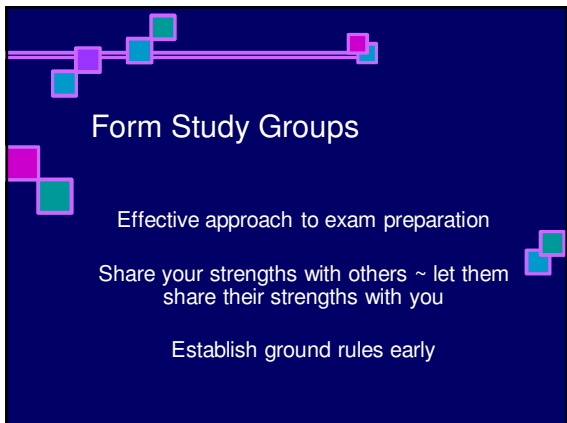
- ASPAN Standards of Nursing Practice
- ACLS & PALS Guidelines
- Etc.



Strengths & Weaknesses

You know your individual strengths!!

Study your Weaknesses!!!



Form Study Groups

Effective approach to exam preparation

Share your strengths with others ~ let them share their strengths with you

Establish ground rules early



We Learn...

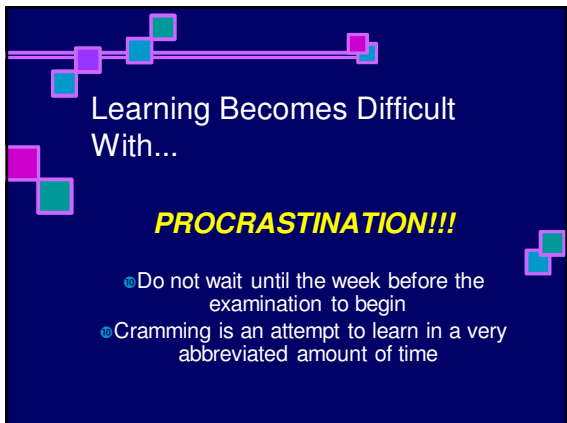
- 1% by Taste
- 1.5% by Touch
- 3.5% by Smell
- 11% by Hearing
- 83% by Sight

It Takes Effort to Learn!



Learning is Made Easier by:

- Repetition
- Satisfaction in accomplishment
- Interesting learning environment
- Competition against others or yourself
- Aroused curiosity



Learning Becomes Difficult With...

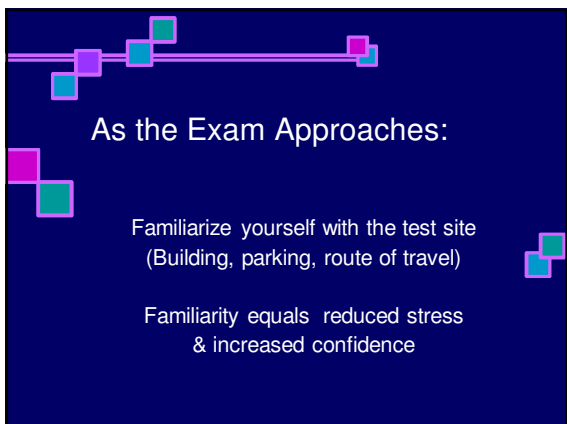
PROCRASTINATION!!!

- Do not wait until the week before the examination to begin
- Cramming is an attempt to learn in a very abbreviated amount of time



Observe Commonsense Rules of Health

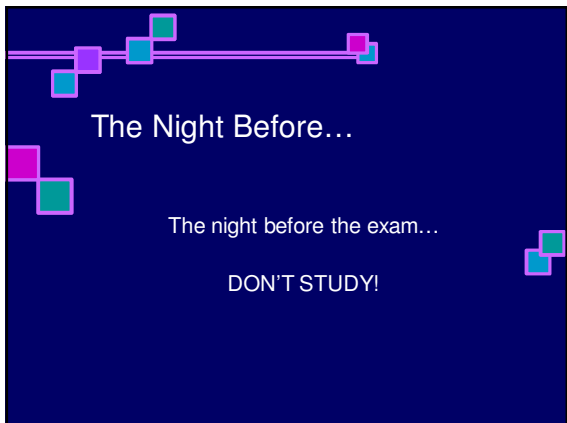
- Mind and body work together
- Sufficient sleep and rest
- Nutrition
- Exercise!



As the Exam Approaches:

Familiarize yourself with the test site
(Building, parking, route of travel)

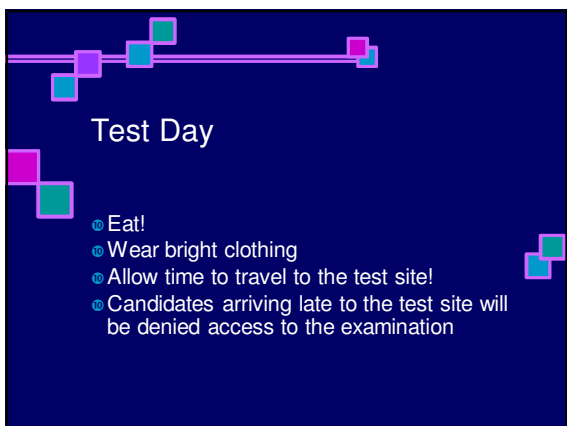
Familiarity equals reduced stress
& increased confidence



The Night Before...

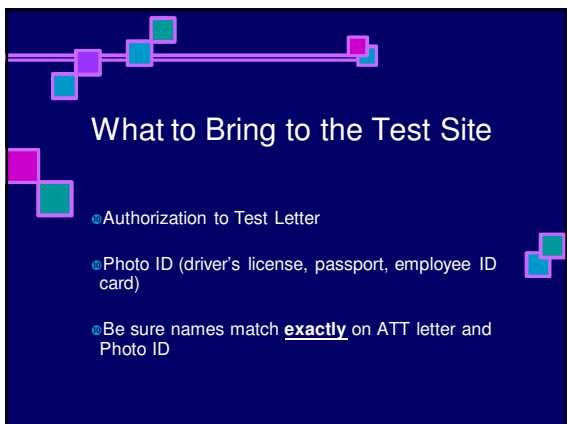
The night before the exam...

DON'T STUDY!



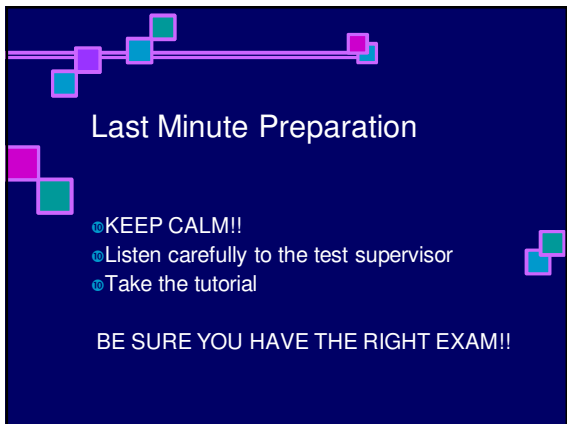
Test Day

- Eat!
- Wear bright clothing
- Allow time to travel to the test site!
- Candidates arriving late to the test site will be denied access to the examination



What to Bring to the Test Site

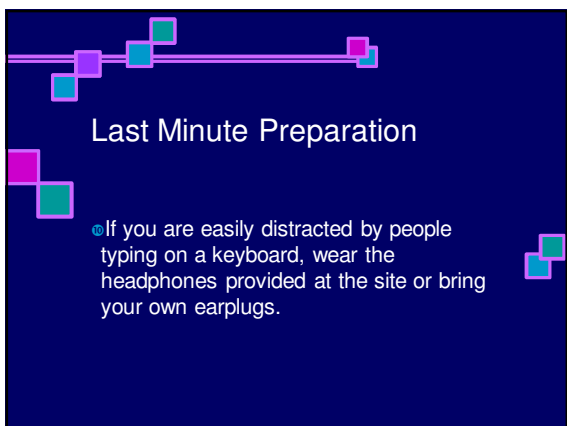
- Authorization to Test Letter
- Photo ID (driver's license, passport, employee ID card)
- Be sure names match **exactly** on ATT letter and Photo ID



Last Minute Preparation

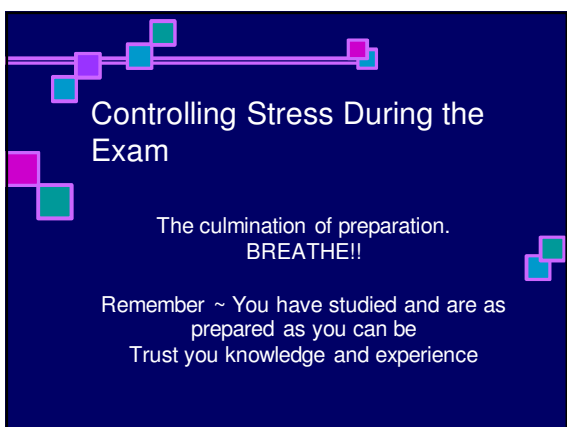
- KEEP CALM!!
- Listen carefully to the test supervisor
- Take the tutorial

BE SURE YOU HAVE THE RIGHT EXAM!!



Last Minute Preparation

- If you are easily distracted by people typing on a keyboard, wear the headphones provided at the site or bring your own earplugs.



Controlling Stress During the Exam

The culmination of preparation.
BREATHE!!

Remember ~ You have studied and are as prepared as you can be
Trust your knowledge and experience

