

# Examination Question Types

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- **Situational:** Many test takers state that the predominant percentages of questions on the exam are situational.
- **More than one right answer:** In this situation it is usually simple to eliminate at least two of the answers. Focus your attention on what the project manager needs to do next.
- **Double negatives:** "which of the following would NOT be the least likely choice to make..."), which is another way of saying; "what would be your most likely choice".
- **Something you never heard of:** Don't be surprised. The field of project management changes on a daily basis and the tools and techniques used by the project manager are expanding seemingly. Take your best guess and move on.
- **Mathematical:** Expect to see anywhere from 5 to 10 questions involving formula computations. Earned value, PERT or questions involving standard deviation are typical computation questions.
- **Diagrams:** You may be asked to interpret a graph or construct a precedence diagram from instructions. On the computer at the test center, there may be a button on the screen that you can push that will bring up a graphic or some other diagram. Take advantage of all information provided.

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- **Correct answer to a different question:** You will sometimes see answers that may be correct statements by themselves, but do not answer the question.
- **A new approach to a known topic:** You will frequently see questions that will present a different point of view. These questions will test concepts but using language that is different from what you studied for the exam. Thus it is critical that the concepts be understood ahead of simple rote memorization of project management knowledge.
- **Extraneous information:** PMI is famous for the wordy multi-paragraph question, loaded with misdirection and nonessential information that has nothing to do with the actual question. When encountering such questions for the first time, read the answer set and the final paragraph first - this is usually the place where the actual question is contained.
- **Recall:** There will be a few fairly short questions that test your inventory of certain project management facts and knowledge areas.

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## Useful Exam Tips

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- **Think Like PMI!** When you are answering questions for the exam, unless stated otherwise, assume the following is true:
  - You are the customer if procuring services from an external vendor unless stated otherwise
  - As the project manager you are in control of the budget, the timeline, and the resources
  - The project is of sufficient size to warrant the use of a project management plan and all subsidiary plans
  - You are following the formal processes as outlined by PMI, even if you don't use them in real life
  - You have access to historical information and that formal project management processes are followed in your organization

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- **The exam is not about memorization!**
- **Answer all questions!** Better to answer a question than to leave it empty!
- **Fill in the blanks Questions:** sometimes the correct answer is not grammatically correct. Don't let that stop you from filling in the correct answer.
- **Software calculator:** You will be provided with an online, basic calculator that performs the following functions: add, subtract, multiply, and divide.
- **Look for absolute generalizations:** Frequently you will see broad generalizations and questions using terms such as; "MUST, NEVER, ALWAYS, COMPLETELY". When referring to the project manager's actions, these terms are almost always wrong. Make sure you understand PMI's point of view first before attempting to answer questions containing these terms.

# Useful Exam Tips

- **NEXT, BEST, WORST, LEAST, MOST, FIRST, LAST:** On a number of exam questions you will be asked what is the BEST or FIRST action you should take regarding a specific situation. When we see questions like this, it is a tipoff that there is usually more than one correct answer. Read these questions carefully and understand what is being asked.
- **Emotional Answers:** Statements such as "quality is really important" or "scope verification is really time consuming" are answer choices that are almost incorrect. Also keep an eye out for answers in which there is some type of emotional response to a situation. Project managers manage projects with data and fact, not emotions!
- **Use the whole exam time:** Allow yourself the full four hours to complete the exam unless you have answered all the questions and double-checked the answers. Studies have shown that over-thinking answers on an examination will frequently cause test takers to second-guess themselves. More often than not, they will change correct answers to incorrect answers