

Study & Test Taking Tips by Art Becker, CEO of MB Drilling and MGWC

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Important considerations regarding a plan for exam preparation:

Reading the study information and regulations is not studying the material for most people. There are those few of us who have the capability of photographic memory where just reading the material, as if it were a novel, will suffice however most of us must have a study plan. A study plan is a procedure you are to follow for studying by which you learn and relate to the study material and familiarize yourselves with it. This is individual to each of us, and we need to explore different techniques and discover which works for us best.

Study actions:

- Firstly, gather all the study materials and organize them. Become familiar with the topics for the test. You may feel more comfortable and knowledgeable about one topic versus the other and this is normal. Do not be overconfident in the topics you feel comfortable with. Study these topics just as you study the topics you are not that familiar with.
- Setting a schedule for when you will take the exam. This is done after you have gathered all the study guide materials and have reviewed them so you can plan on how long you need to study the material prior to sitting for the exam. Break the content into manageable sections and set a schedule leading up to a calculated exam date. Be very cautious about setting a date for the exam and then making your study plan fit into this date. It is better to have your study plan dictate when you take the exam. This will avoid you feeling pressure to meet a previously determined deadline.
- Explore how you will study. There are many ways, and you can combine several study techniques if you learn better that way. So, what are the techniques:
 - Flash cards – Make questions of the study material and place answers on the reverse side of the cards. These cards can be used alone or with someone to quiz you.
 - Study with a friend or mentor that has knowledge and experience of the study material and ideally who has passed the exam. You can also have a member of your family assist you in the study process.
 - Breaking the study materials into topics can be helpful. Then relate the topics to each other. For example, there are different drilling techniques that can be arranged by topic: auger, air rotary, mud rotary, dual rotary, etc.
 - Set a schedule of what days you will study, what topics you will study that day and how long you will study. Do not study for more than 30 minutes at a time, then take a break. It is better to study over several days or weeks than to study for hours at a time over a short time just before the test date. Your

comprehension and ability to remember the study material is higher if the study time is spread out.

- Some people learn better if they develop a game-type approach to studying the material. Be open to alternative approaches.
- Make sure you balance your other life's activities with your study plan.
- Above all avoid cramming the night before the test.
- Practice Testing – make up some practice quizzes to reinforce recall.
- Remember repetition is what counts and what will help you have to recall for answering questions.

Exam Day

- Make sure you have a plan for this day. Just like you developed a study plan develop a plan for this day. When you rise, what will you have for your meal before the test. What clothes will you wear that day. Make sure you have a pen and paper in your car. I will explain later why this is critical. Anything you can do to organize your schedule for this day is critical. Organizing will make you more comfortable and put you at ease prior to the test.
- Make sure you have water and stay hydrated as dehydration affects concentration.
- Get to the exam venue early. Leave extra time to travel to the exam location. If you are unfamiliar with the location map it out on Google maps the day before.
- Upon arriving at the exam location, give yourself time to settle in and stay calm.
- Upon sitting for the exam make certain you read the exam instructions carefully.
- I suggest reading each question twice prior to looking at and selecting your answer. Make sure you understand what's being asked.
- Pace yourself and stay aware of the time limit for the exam. Manage your time wisely and don't get stuck on one question for too long. The best practice is to first answer all questions for which you are certain of the answer and skip over the questions where you are unsure of and then finally address the questions that you feel you have no idea of the answer. This approach to test taking manages your time better and makes certain you get the best chance at completing all the test questions and therefore gives you the best chance for success.
- After the exam go to your car and write down what questions or topics that you had trouble with. Do this immediately and it will reap benefits in the event you have to take the test again.
- Don't stress about the exam once it is over, you did the best you could. If you must take it over, you are now better prepared for the next time.