RHDS Test-Taking Strategies

1. *Review the Credentialing Candidate Guide thoroughly.*

   The guide covers everything you need to know about the exam and includes the exam blue print of every area covered on the exam, a comprehensive list of study aides, as well as sample questions.

2. *Read each exam question carefully.*

   If the question is a multiple-choice question, make sure to read the entire question or stem and make sure you know what you are being asked to identify, define, or evaluate. Read all four answer choices carefully, and eliminate those that do not meet the parameters of the question you've been asked. Select the very best answer to the question, and don't over-analyze the question.

3. *Take your time—don't rush it.*

   You can mark questions to review again at the end of each section before you submit the exam, time allowing.

4. *Practice without your ergonomic keyboard or foot pedal.*

   You won't be allowed to bring ANYTHING into the testing room with you *except a headset* (which is required to bring) when testing at an onsite facility. If you have selected to take the OLP (online proctored) exam, you will be allowed to use your personal equipment (computer, keyboard, mouse, etc.). However, you <u>will not</u> be allowed to use a foot pedal. Practice using your mouse to start/stop/rewind/fast forward audio. <u>Do not</u> use keyboard shortcuts typically used in your work setting; compatibility between your work platform and the Websentinel platform is not universal. AHDI has an array of products that include practice CDs to help simulate the testing experience.
   Visit our Online Store.

5. *Practice without spellchecker, expansion software, or reference materials.*

Reference materials are not allowed to be used during the exam. The respective exams test common, core knowledge information related to each specialty being tested (as outlined in the Credentialing Candidate Guide). Obscure, rare, or uncommon diseases, drugs, equipment names, names of mobility tests and maneuvers, or diagnostic studies/labs will not be included. Numerous spelling, punctuation, and capitalization errors are made on exams because candidates have become dependent on spellcheckers and word expansion programs. AHDI has an array of products that include practice tapes and CDs to help you prepare. Visit our [Online Store.](#)

6. *Understand the rules for transcribing the audio items.*

Keep in mind that the exam will be evaluating two critical skills in this section: (1) your ability to accurately interpret the word or phrase being dictated, and (2) your ability to express that word or phrase according to industry standards for grammar and style. Some items are specifically written to assess your ability to recognize a dictated error and edit appropriately, but do not make unnecessary edits (those that relate to preference of expression); make only those that an HDS would be required to edit for clarity.

- *Do not* add inappropriate punctuation between words and sentences to your transcribed answers; all punctuation (commas, semicolons, and periods) has been provided for you. Inclusion of punctuation already provided will result in a mismatch against the answer key, and the item will be marked wrong.
- *Do not* include a space, tab, indent, or other visible or hidden character at the beginning or end of your response, as this will result in a mismatch against the answer key, and the item will be marked wrong.
- *Do not* include words or phrases already provided in the text. Transcribe only the missing information.
- *Do* include hyphens (-), percent signs (%), virgules (/), and other appropriate symbols as necessary.
- *Do* capitalize words if it represents the first word of a sentence or is a word that would require capitalization within the sentence (brand name drug, proper noun, etc.).

Contact AHDI's Credentialing Department with further questions: