



Human Resources
Professionals
Association

Preparing to write the CKE1 or CKE2: Advice from the Registrar

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Office of the Registrar 2019 Fall How-To webinar series

Thursday,
September 19, 2019

The Validation of Experience Requirement Explained

Thursday,
October 3, 2019

Accommodations

Thursday,
October 17, 2019

Preparing to write the CKE1 or CKE2:
Advice from the Registrar

Tuesday,
October 29, 2019

Let's Talk Exams

Office of the Registrar 2019 Fall Understanding Regulation webinar series

Wednesday,
October 9, 2019

HRPA's Appeals Process

On-demand webinars

- ▶ Our previously aired Understanding Regulation and How-to webinar series can be found on the [Regulatory Webinars](#) page of our website
 - ▶ Listen to recording
 - ▶ Download the power point slides
 - ▶ View the Questions & Answers

Housekeeping

- ▶ Webinar will be recorded and posted online
- ▶ This webinar is NOT eligible for CPD
- ▶ We will post the transcript of the Q&A online afterwards with the webinar

Questions Involving Specific Individual Circumstances

- ▶ This webinar is not the appropriate place and time to address specific individual circumstances
- ▶ Sometimes the correct answer depends on details that are not provided with the question
- ▶ Please contact the Office of the Registrar registrar@hrpa.ca with questions involving specific individual circumstances

Agenda

1. First piece of advice: Go to the source
2. Have a plan
3. Know what the exams are measuring and how the exams were developed
4. Mastery of the content domain
5. Build your multiple-choice skills, but avoid 'tricks'
6. Manage exam anxiety
7. Choose exam prep methods that are right for you
8. On the day of the exam

1. Go to the source

- ▶ The first piece of advice is to get your information about the exams from the *source*—this means HRPA’s website or Office of the Registrar staff.
- ▶ We know that many exam candidates get their information from course instructors and others. Although these individuals are well-meaning, we have found that some of their advice is either outdated or incorrect.
- ▶ The reality is that anyone who has anything to do with the content of the exams is bound by a non-disclosure agreement.

2. Have a plan

- ▶ Keep in mind the four aspects,
 1. Acquiring and retaining the relevant knowledge
 2. Processing multiple-choice questions efficiently
 3. Pacing and stamina
 4. Managing exam anxiety

Conduct a self-assessment

- ▶ What has been your experience with important exams?
- ▶ What has worked for you and what hasn't?
- ▶ How would you assess your current level of knowledge in each sub-domain?
- ▶ How much time do you realistically have to prepare for the exam?

How long should I give myself to prepare to write the exam?

- ▶ Is it possible to study too much?
- ▶ Yes, but it is highly variable from person to person and the intensity of the studying
- ▶ Three-months may be the optimum

3. Know what the exams are measuring and how the exams were developed

- ▶ The CKE1 and CKE2 measure basic knowledge in HR—the kind of knowledge candidates would be expected to have in order to be able to demonstrate the competency
- ▶ Basic knowledge... not competence

HRPA publishes a lot of information about its exams

- ▶ the HRPA Human Resources Professional Competency Framework
- ▶ the exam blueprints,
- ▶ the question-writing style guidelines,
- ▶ the technical manuals

Where do the questions come from?

- ▶ The questions are written by course instructors—diploma course instructors for the CKE1 and degree course instructors for the CKE2.
- ▶ The questions are referenced to the competencies in the *HRPA Human Resources Professional Competency Framework*. Question writers start from a given competency and then consider the knowledge would be required to be able to demonstrate the competency.
- ▶ All questions have a four-option multiple-choice format.
- ▶ All questions are *fact checked*, meaning that correctness of the question is verified against commonly used textbooks. All CKE1 and CKE2 questions are reviewed for having one clearly correct answer. There are no *best answer* questions. For each question, there is one and only one correct answer.

Exam Blueprints

- ▶ The exam blueprints provide a listing of the major content areas and cognitive levels intended to be included on each exam form. It also includes the number of questions each exam form should include within each of these content and cognitive areas. All our exam blueprints are published on the HRPA website. The CHRP and CHRL Exam Validation Committees use the exam blueprints as their guide to assemble exam content.

4. Acquiring and retaining the relevant knowledge

- ▶ Coverage is important
- ▶ Consider glossaries
 - ▶ Perhaps the most underutilized strategy
 - ▶ Human Resources has a lot of specialized terminology
 - ▶ If you can define all the specialized terms and describe of each relates to other specialized terms

5. Build your multiple-choice skills, but avoid 'tricks'

All the usual advice

- ▶ Read questions completely before answering
- ▶ Eliminate options you know to be incorrect
- ▶ There is no penalty for incorrect answers, guess from among options you could not eliminate

Don't count on 'tricks' to answer questions

<i>"when in doubt pick option b or c"</i>	The order of appearance of the correct answer is randomized
<i>"when there is a typo, the option is incorrect because more care and attention is given to correct the correct response"</i>	Copy editor reviews all options and does not know which is correct
<i>"the longest answer is most often the correct one because the language is more careful"</i>	All questions are reviewed to ensure that this is not the case which is the longest answer is random
<i>"when there is an 'all of the above' option it is usually correct"</i>	HRPA exams do not use 'all of the above' or 'none of the above' options
<i>"the correct answer won't be in the same position more than three times in a row"</i>	The order of appearance of the correct answer is <u>randomized</u> —runs will happen just by chance

Pacing and stamina

- ▶ The CKE1 and CKE2 are designed to be ‘all power and no speed’—meaning that candidates should have no problem in completing the exams. Indeed, 95% of the candidates writing the CKE1 and CKE2 have no problem completing the exams within the time limits.
- ▶ The standard is one minute per multiple-choice question.
- ▶ The advice here is to learn to pace oneself. For instance, if you have answered 30 question in the first half hour or 60 questions in the first hour, you know you are on track.
- ▶ Our computer-based exams, including the CKE1 and CKE2, have a timer that counts down so you can pace yourself using this feature. Exam-writers also get 30, 15 min alerts.
- ▶ But this is an average, not a limit. It is OK to spend more time on a question because you will be spending less than one minute on other questions

6. Manage exam anxiety

- ▶ Maintain a healthy lifestyle
- ▶ Get accurate information
- ▶ Study effectively
- ▶ Prepare to write the exam
- ▶ Adjust your attitude
- ▶ Change unhelpful thoughts
- ▶ Use test-taking strategies
- ▶ Use anxiety reduction techniques

Source: <https://www.lib.sfu.ca/about/branches-depts/slc/learning/exam-anxiety/reducing-exam-anxiety>

7. Choose exam prep method(s) that are right for you

- ▶ Self-study
- ▶ Study groups
- ▶ One-on-one mentoring
- ▶ College and university test centres
- ▶ Prep programs

Self-study

Approach	Strengths	Weaknesses
Self-study	Flexible Can be efficient (maximum return for time invested)	Depends on one's study skills Requires self-discipline

Study groups

Approach	Strengths	Weaknesses
Study groups	<p>Moral support</p> <p>Extra motivation to follow up on commitments</p> <p>Sharing of resources (textbook, notes, etc.)</p> <p>Useful to share workload</p>	<p>Not too big, not too small</p> <p>Develop terms of reference beforehand</p> <p>Careful not to let the social aspects take over</p> <p>Depending on the study group. It may be difficult to address individual needs</p> <p>Sometimes, incorrect information might be shared ("<i>I heard that...</i>")</p>

One-on-one mentoring

Approach	Strengths	Weaknesses
One-on-one mentoring by someone who has passed the exam	Depends on mentor Moral support Extra motivation to follow up on commitments	Depends on mentor Other than the fact that they passed the exam, the mentor may not know more than you do about the exam What might have worked for mentor may not work for you

College and university test centres

Approach	Strengths	Weaknesses
College and university test centres	Some college and university test centres will also provide services to recent graduates Especially useful for students with accommodations of special learning needs Great for information on test-taking skills	May not be available to you

Prep programs

Approach	Strengths	Weaknesses
Prep programs	Not all prep programs are the same None have seen the 'real' exams Focus on content Can include practice exams	Expense \$\$\$ Prep programs cannot do the studying for you The questions on the exam <u>will</u> be different—careful not to develop an expectation that questions on the exam will be similar

What about writing exam questions and developing practice exams?

- ▶ Writing exam questions is a learning experience in its own right. One begins to think (and read textbooks) like a question writer
- ▶ Don't develop an expectation that the 'real' questions will be like those you developed or that your performance on the real exam will be like your performance on practice exams

Calibration

- ▶ CKE1 and CKE2 questions are carefully developed and vetted, but what distinguishes these questions the most is that they are *calibrated*
- ▶ For the CKE1 and CKE2 every item is calibrated meaning that we know the probability that a minimally qualified candidate will answer the question correctly.
- ▶ A minimally qualified candidate is a candidate at the threshold of proficiency.
- ▶ Passing scores are set by adding these probabilities for the questions included in the exam

Why HRPA does not have practice exams

- ▶ The reason why HRPA does not offer practice exams is that if HRPA did offer practice exams, the expectation would be that performance on practice exams would be highly correlated with performance on actual exams.
- ▶ For this, the questions would need to be developed to the same quality standard as actual exam questions and calibrated.
- ▶ This practice exams would be as costly to develop as the actual exams.

8. On the day of the exam

- ▶ Arrive 30 minutes early
- ▶ Make sure you know where the test centre is and work out parking arrangements beforehand if you are going to drive
- ▶ Bring ID for identification
- ▶ If you are sensitive to temperature, dress in layers and bring a sweater
- ▶ Read through the confirmation of registration email sent by HRPA and the appointment confirmation email sent by Prometric to ensure you are aware of all exam rules and regulations along with the security procedures



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Suggestions for webinar topics?
Feedback?
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