Effective Tips in taking the Civil Service Exam

- Take time to review or self-review days before the exam so you are well-prepared. Remember "Preparation could only take you so far...." Reviewing will also sharpen up your knowledge and will add confidence in passing the exam. It will also practice yourself in answering hard and unfamiliar questions. If you want a free reviewer, go here.

- Make sure you know your Testing Center already. Spend some time before the exact day to visit your Testing Center and Room Assignment so you will know where to go on the exam day. You can avoid being late too.

- Eat your favorite breakfast before going to the Testing Center. A satisfied tummy creates a healthy mind. Besides, you need enough energy in a half-day-exam. Believe me, it is not only time consuming, it is also energy consuming because it is a brain workout.

- Don't be late. Come earlier like 40 minutes before the time of the exam. It will relax and prepare you well.

- Don't forget to write your Examination Number and shade the appropriate circles corresponding to your complete Name. – Geez imagine if you have answered all the questions and you're so sure to the moon and back you're going to be a Career service Professional so soon but you forgot your name. Um too much excitement is not so good.

- Follow Instructions Carefully – yeah that includes listening to your instructor. Listen to what he/she will say. They will always tell you what to fill out and what not to fill out. They will also tell you what subject you will take and what time you need to finish on that subject.

- Don't open the Test Booklet until the instructor tells you so. Likewise, don't return the Test Booklet until the instructor told you so.

- Shade the circles corresponding to your answers. Don't overshade and don't half-ly shade for that matter. There may be excess numbers, if the time is nearly finished and there are still unanswered numbers, make sure you only shade until the last number. Some people shade all the items not knowing they are excess. You would end up failing.

- Follow specific directions and instructions in a given test.

- Never leave an item blank unless the instruction is meant to tell you.

- Shade lightly and erase gently to avoid damaging the answer sheet. Sometimes we can't avoid erasing something, we must erase as gently as possible and shade our chosen answer.

- Make sure you have extra pencils and that they are already sharpened to avoid sharpening them again and again. Remember, time in the exam is vital.

- Avoid too much sharpened and pointed pencils because they might damage your answer sheet. It will be easier for you to shade a circle too if your pencil is not too pointed.

- Time is really pressuring so make sure you have done your restroom rituals before the exam. Make sure you have all your pencils prepared. Don't spend too much time on a hard question because time is really just enough.

- Again, never leave an item unanswered. Go back to those questions you skipped and choose the best reasonable and educated answer.

- Relax and enjoy the exam. Avoid panicking because it can only worsen things. If you relax and enjoy the exam, it will make you happy and it will condition your brain.

- Analyze the given question well. Know what is really being asked and don't go too much or too deep further.

- Don't confuse yourself especially when the multiple choices are kind of similar or related to each other. You have to find the 'best' option.

- Apply your chosen answer to the given statement or equation especially in Numerical Reasoning or Math problems. We call it double checking. If it makes sense, then it's correct.

- Use an elimination method for finding the best answer.

- Use parallelism and consistency for synonyms and vocabulary.

- Believe in yourself because you know inside yourself if you can pass the exam or not.

- Pray before and after the exam. It always does wonders!