

Knightlite Software iPad Study Helper User Guide



Knightlite Software LLC



Contents

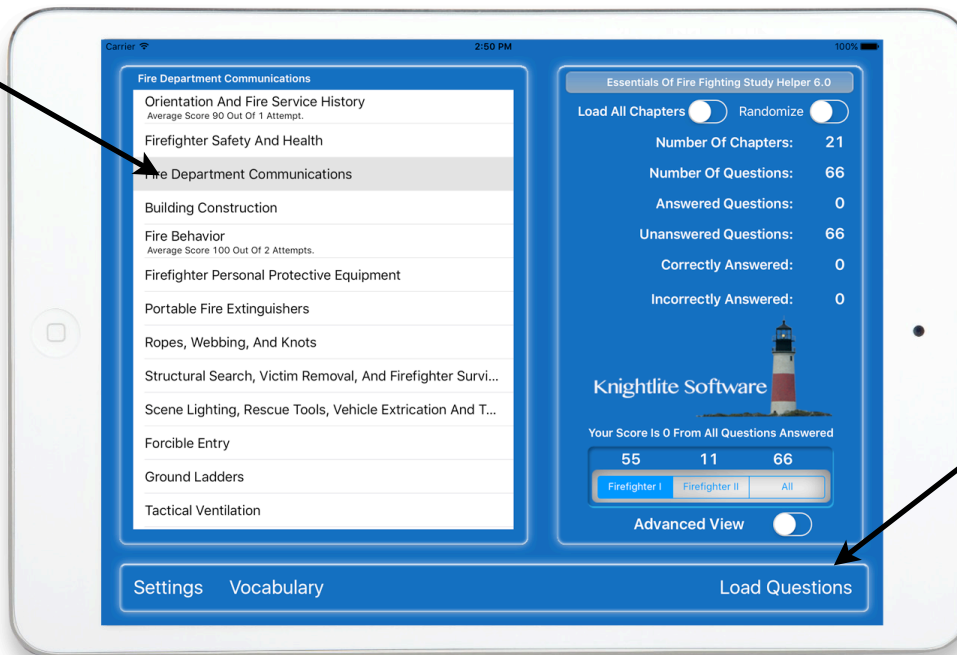
Quick Start	3
Why Do You Need Knightlite Software	4
The Chapters View	5
Simple View	5
Advanced View	6
Main Testing View	8
Notes View	10
Settings View	11
Theme Backgrounds	12
Speech Box	13
Clear Memory Box	14
Terminology View	15
Progress View	16
Time Use View	17
List View	18
Multiple Chapters View	19
The Knightlite Method For Studying For Tests	22
Studying On The Move	24
The Day Of Reckoning - Testing Day	26
Contact And Technical Support	27

Quick-Start Instructions.



Knightlite Software is intuitive, but here are some Quick-Start instructions to get you going right away. After you read them and play around with the app for a few minutes we encourage you to read the rest of this user guide so you can utilize the Knightlite iPad app to its fullest capabilities.

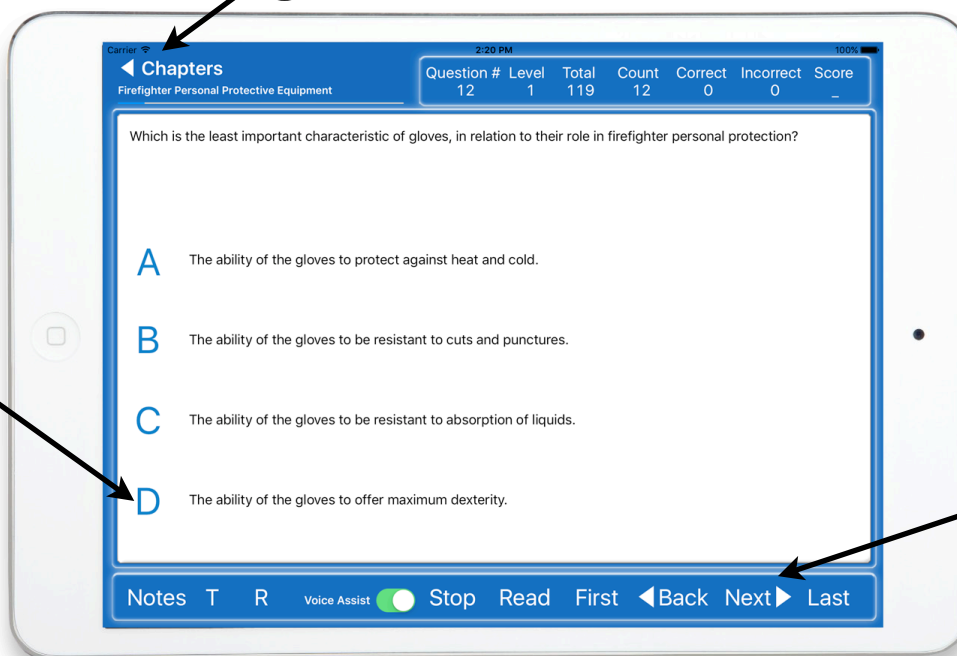
1
Tap on a
chapter name.



2
Tap
Load Questions

5 Tap On The Chapters Button to Return To List Of Chapters

3
Tap On An
Answer



4
Tap On The
Next Button
To Move To The
Next Question

Why Do You Need Knightlite Software?



Welcome to Knightlite Software. We create exceptional study software for Firefighters, EMTs and Paramedics and provide our customers not only the best study software available, but the best technical support as well. Our Windows and Macintosh users continuously score the highest on their certification and promotional exams. We are excited to now provide **iPad** versions of our ***Knightlite Study Helper*** software.

Why Do You Need Study Helper iPad Software From Knightlite? ...

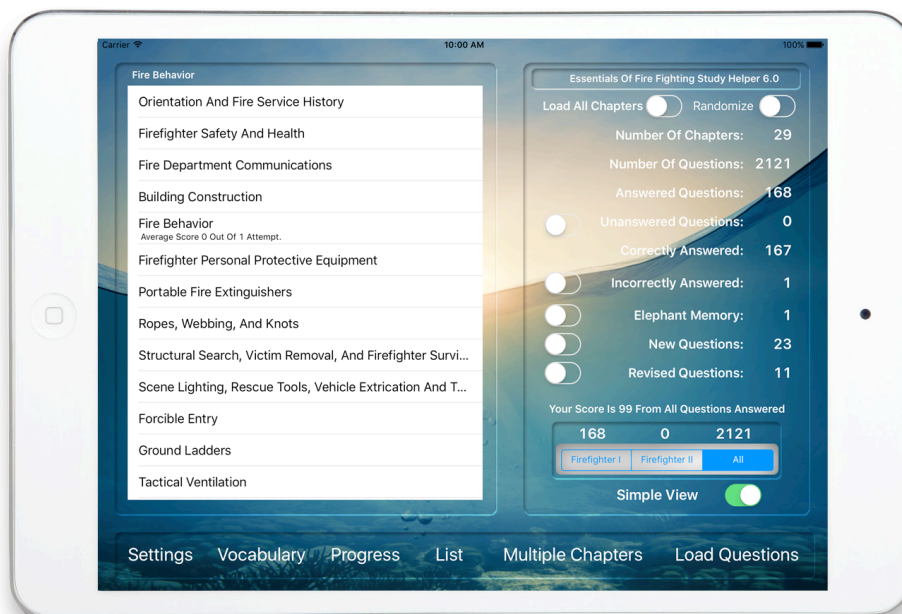
Because those who use Knightlite Study Software are the ones who get promoted. We have been helping firefighters become promoted since 1996 and our time-tested study software is the best available.

Your chance of becoming promoted depends on your ability to remember the enormous amount of information contained in the long list of books you need to read to prepare for your test. These books have hundreds of pages of important information you will need to remember. Once you read the books, what do you do then? How are you going to know that you'll be ready for the test? How confident will you be that you've mastered the information in these books?

That's where we come in. **Knightlite Software is designed to test your knowledge, pinpoint your weaknesses and build your confidence.** The book gives you the important foundation knowledge. **Our software will help you retain that knowledge, reduces your stress, and fosters the confidence you will need to excel on your promotional exam.**

The software keeps track of questions you answer incorrectly so you can go back and study just those questions you are a little weak in, without wasting time concentrating on material you have already mastered. Lots of great features to allow you to study in a way that is most effective for you.

Easy-to-use and affordable. Your career is too important to settle for second best. Invest a little in your future and reap the benefits of all your hard work. Knightlite has helped thousands of firefighters become promoted and certified and we can help you as well.



The Chapters View:

Simple View



Chapter Box - Displays the current chapter to be loaded

List All Chapters Switch - Toggle to display questions from a specific chapter or all chapters.

Randomize Switch - Toggle to randomize the questions or display them in order.

Chapter List Displays the list of chapters in the app.

Displays number of chapters in app.

Displays number of questions in selected chapter.

Displays number of questions answered.

Displays number of unanswered questions

Displays number of questions answered correctly

Displays number of questions answered incorrectly

Settings Button - Click to change background theme, speech options and to clear Question and Elephant Memory.

Terminology - Click to open the Terminology view.

Load Questions - Click to load the questions and display the main testing view.

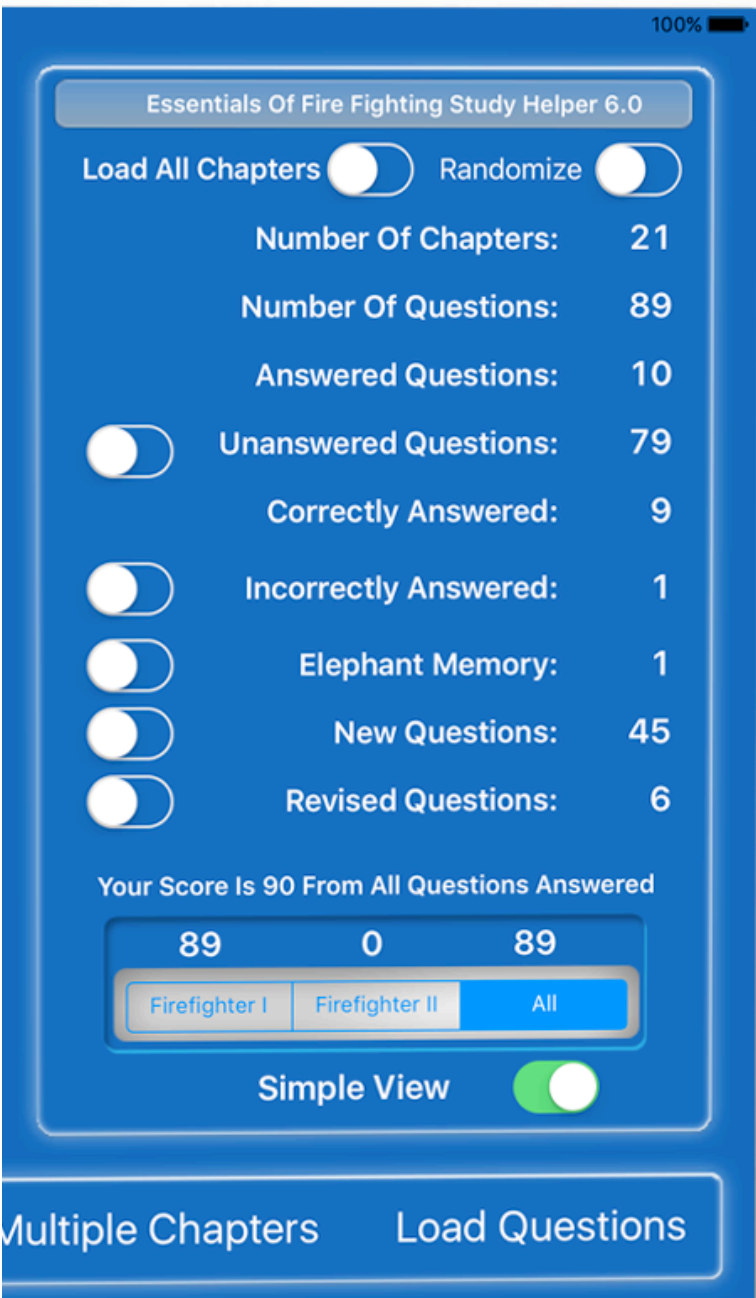
View Switch - Changes view from Simple to Advanced.

Above is the **Chapters View** which basically acts as the control panel for the app where you can select chapters and various options. We provide two views on this screen. The **Simple View** displays the barebones options in a straight forward manner. The **Advanced View** gives you more options as to how you would like to study.

The **Chapter Box** displays the selected chapter title. If you would like to load all questions from all chapters toggle the **List All Chapters** switch. To randomize the order in which the questions are asked, toggle the **Randomize switch**.

When you click on a chapter title from the list the app will display the number of questions in that chapter, the number of questions you have answered, the number of answered questions, and the number of correctly answered and incorrectly answered questions.

To take a test simply click on a chapter name and tap the **Load Questions** button. This will send you to the **Main Testing View**.



The **Advanced View** gives you more options with more available switches.

The **Unanswered Questions** switch lets you load just the questions you have not answered yet.

The **Incorrectly Answered Questions** switch lets you load just the questions you answered incorrectly in the selected chapter. If you want to load all the incorrectly answered questions in the entire database, toggle the **Load All Chapters** switch. When you load these questions and then answer a question correctly, it will be removed from the list. So the object is to keep going over these questions until its value is 0.

Elephant Memory remembers every question you ever answered incorrectly even if you answered it correctly during a later session. Use this feature to ensure that you know every answer to every question in the app.

New Questions and **Revised Questions** switches will display any new or revised questions as related to an older version of the software. For example, in our **Essentials Of Fire Fighting** app we tell you what new or revised questions are in the 6th edition as compared to the 5th edition of the app.

In this view your general score as compared to the number of questions you answered is displayed on the screen. Your full score is displayed when you toggle the **Load All Chapters** switch to the on position.

Some textbooks are divided into two levels such as the **Essentials of Firefighting** text which levels for Fire Fighter I and Fire Fighter II, or IFSTA's **Pumping and Aerial Driver Operator Handbook** that has separate Pump and Aerial sections. These sections can be divided using the segmented control

To toggle back to the Simple View, click on the **Simple View** switch.

Settings Vocabulary Progress List Multiple Chapters Load Questions

When you switch to the **Advanced View** there are also more options along the bottom control bar.

Settings - Displays a view where you can change the background theme as well as speech options. It is also where you can reset the **Question Memory** and the **Elephant Memory**.

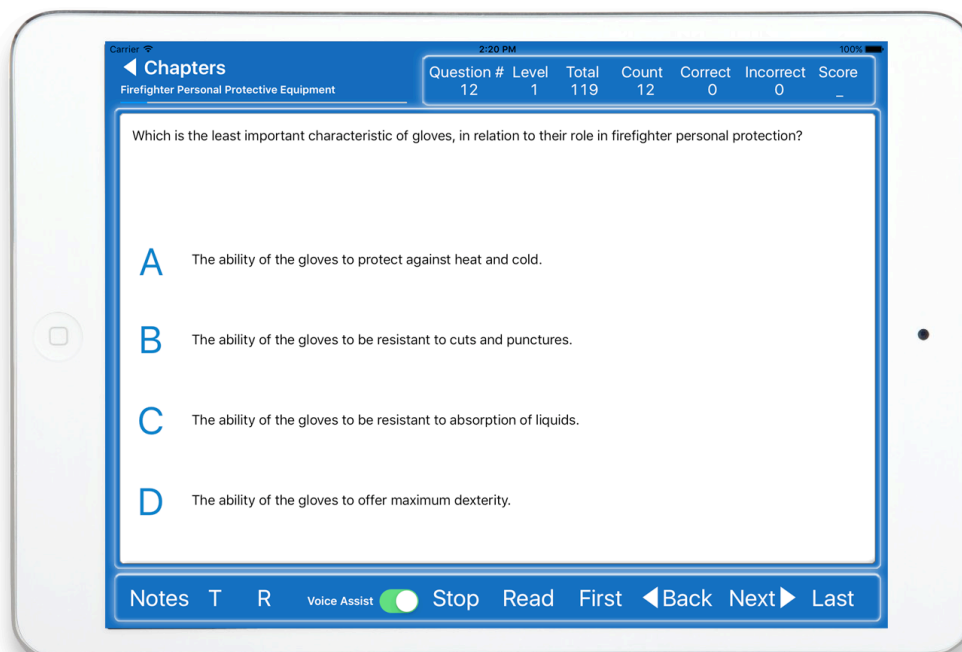
Vocabulary - Display the **Terminology View** where you can look up an extensive list of definitions related to the text.

Progress - This is one of the best features of the app. It displays how you are progressing through studying for your promotional or certification exam. It will display important information and list chapters where you are weak, where you are average, and where you are proficient. It will display the total number of questions, the number of questions you answered, the number of questions you need to answer, and finally your percentage of completion. It also displays your cumulative score based on the questions you have already answered.

List - When you click on this button the view will change and display a list of the questions in the selected chapter that you answered incorrectly. Tap on a question to load the question. If you want display a list of all questions you answered incorrectly, toggle the **Load All Questions** switch.

Multiple Chapters - Displays a view where you can select multiple chapters to view. Click on each chapter title, enter the number of questions you want to display, and then tap the **Create Test** button.

Load Questions - Tap to load the questions into the **Main Testing** view.



The Main Testing View:

The **Main Testing View** is easy to navigate and has a minimum of controls. Each question is displayed one at a time. To answer a question, tap on the correct answer. If you are correct the answer letter will turn green. If you are incorrect, your answer letter will turn red and the correct answer letter will turn green. To move to the next question, tap on the **Next** button.



◀ **Chapters** - This button returns you back to the **Chapters View**.

Question # - Displays the question number as assigned in the chapter in the order the questions were written.

Level - Some Knightlite Software is divided into two sections. **Essentials** has Fire Fighter I questions and Fire Fighter II questions. Company Officer has Fire Officer I and Fire Officer II. This indicates which level question is being displayed.

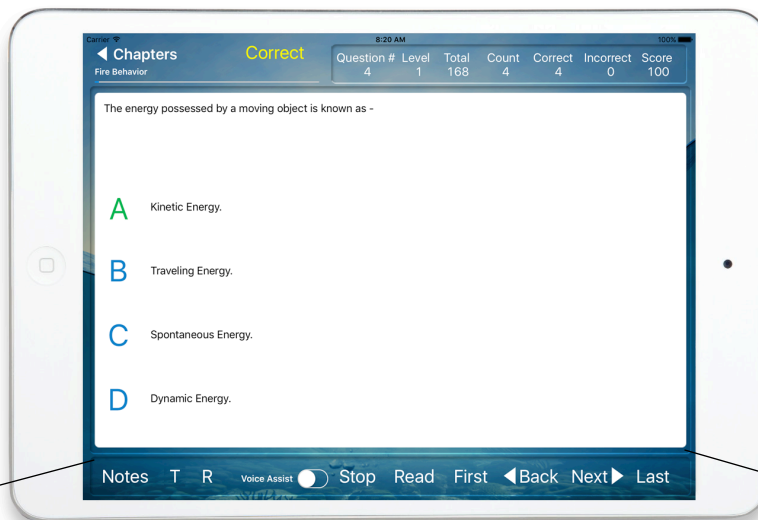
Total - Displays total number of questions in the chapter.

Count - Displays the number of questions you have answered.

Correct - The number of questions you answered correctly.

Incorrect - The number of questions you answered incorrectly.

Score - Your score based on the number of questions you have answered.



Notes - Each question has a page reference to the textbook. Tapping on this button will open a new view displaying the page reference. This allows you to access additional information in the text.

T - Some questions have extra information that we have added to make understanding the question easier. If that information exists for a question, you can tap on the **T** button and your iPad will read out loud the explanation. This information is also displayed in the **Notes View**.

R - Opens the **Review View** where the iPad can continuously read all the questions and the correct answer in the chapter out loud to you. It can also be set so that it will read the questions, all the potential answers and then the correct answer out loud. You can toggle this option in the **Settings View**.

Voice Assist - When you turn this switch on, your iPad will read the question out loud to you each time you move to a new question. This option can also be adjusted in the **Settings View**.

Stop - Stops your iPad reading the question out loud.

Read - When you tap this button, your iPad will read the question out loud to you. If the **Voice Assist** switch is on, your iPad will read each new question out loud to you.

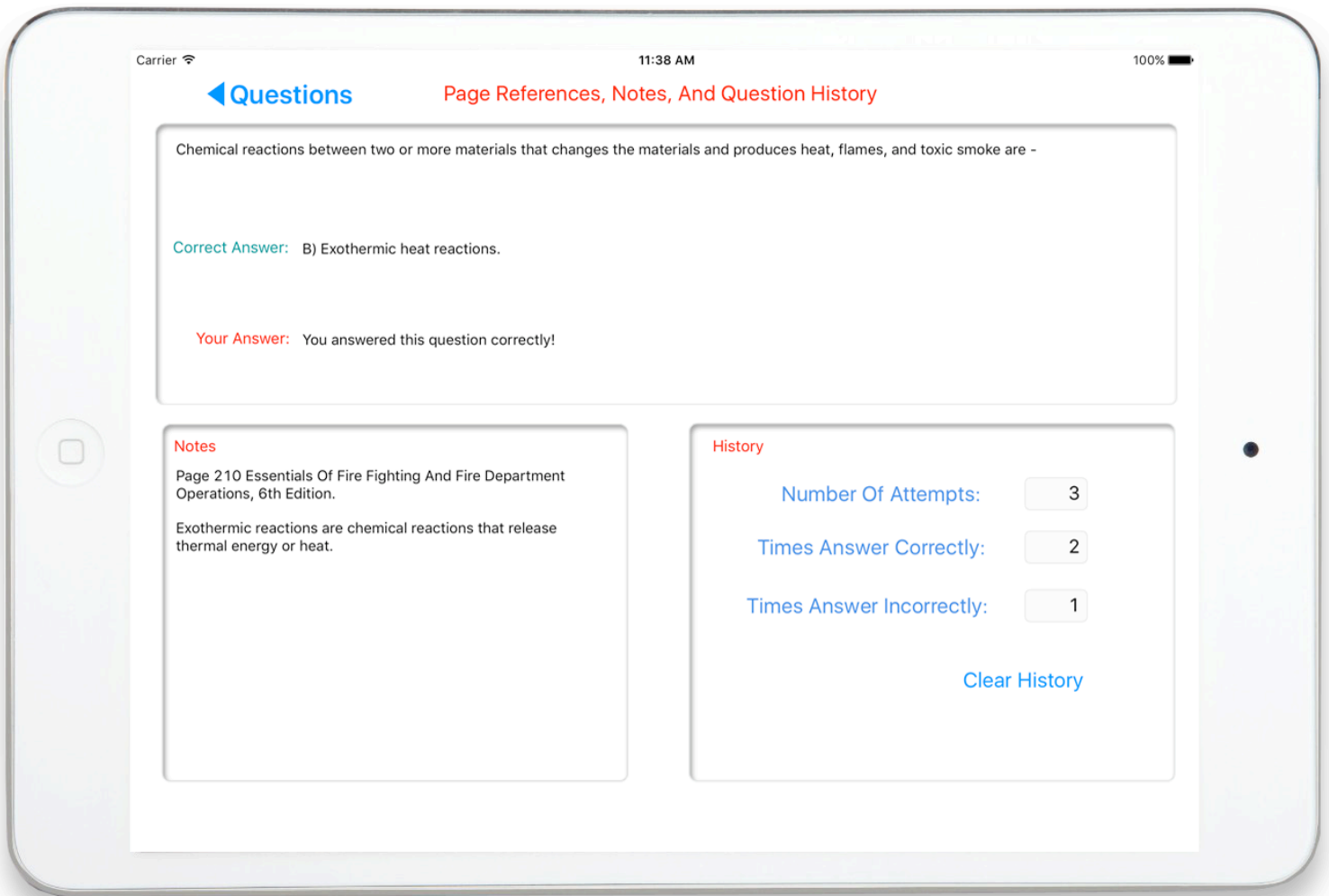
First - Navigates to the first question in the chapter.

◀ Back - Navigates to the previous question in the chapter.

Next ▶ - Navigates to the next question in the chapter.

Last - Navigates to the last question in the chapter.

The Notes View:



The **Notes View** redisplay the question, the correct answer, and your answer if you answered it incorrectly.

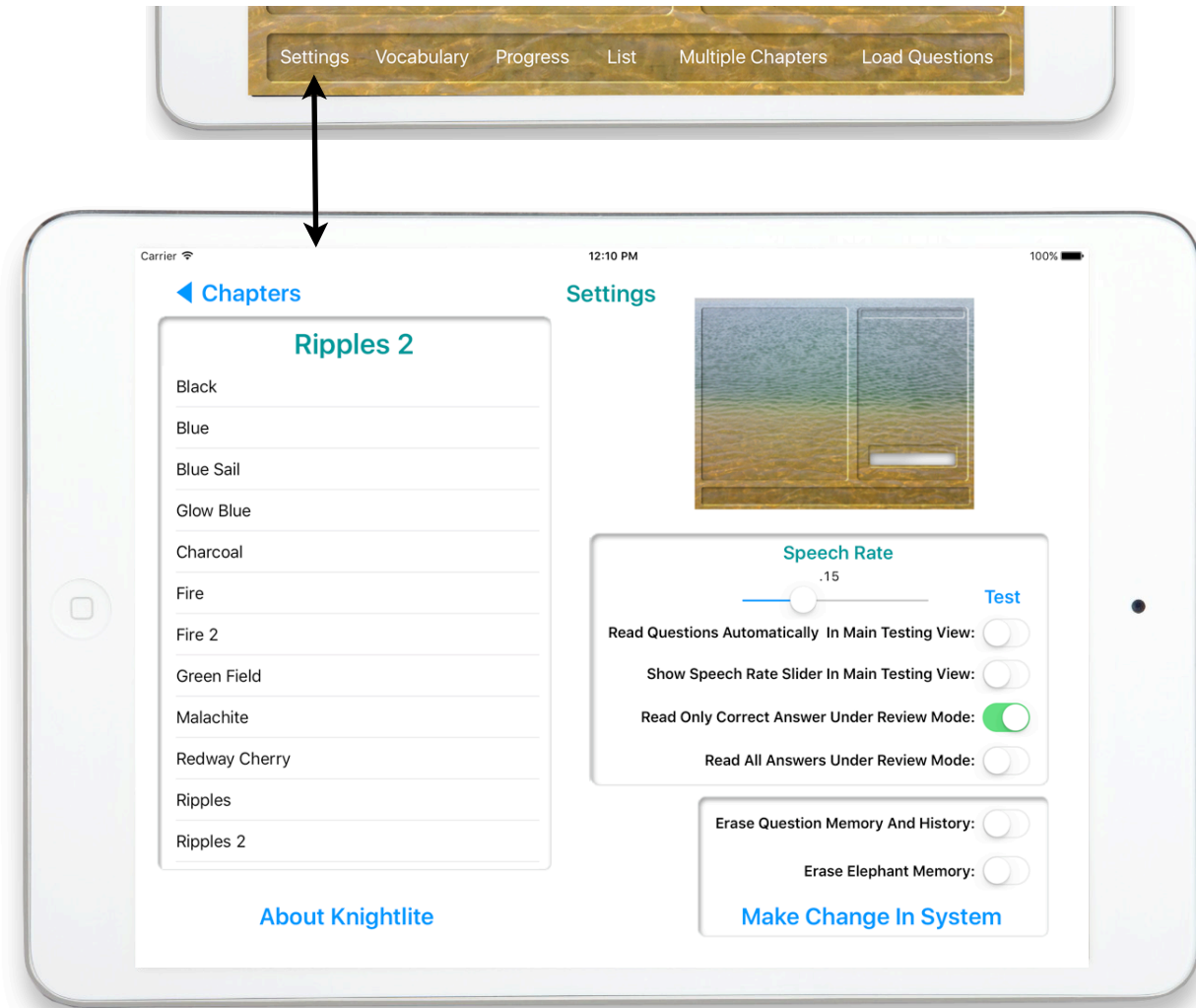
The **Notes View** also displays the page references to where in the textbook the information was found to construct the question. This allows you to quickly look up page references to obtain associated information about the question.

Some questions have additional information in the **Notes Box**. This gives some brief additional information about the question. If this information exists the **T** button will appear on the **Main Testing View**. Tap the **T** button and Siri will read this information out loud to you.

The **History Box** displays a record of how many times you answered this question, the number of times you answered it correctly and the number of times you answered it incorrectly.

You can start over and clear the history by clicking the **Clear History** button.

The Settings View:



The **Settings View** allows you to make various changes to both the appearance of the app, and also the functionality of how you interact with it.

It is divided into three sections.

- 1) The **Background Theme**. The app comes with 21 built-in themes that you can easily change by tapping on the name of the theme in the scrolling table. The change in the system takes place automatically.
- 2) The **Speech Box**. This allows you to make changes in how the app reads information out loud to you.
- 3) The **Clear Memory Box** - Clears the **Question Memory** and **Elephant Memory** from the system. The Question and Elephant Memories remember any question you answer incorrectly. More about this later.

Twenty Four Background Themes:



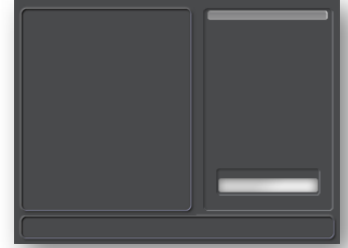
Black



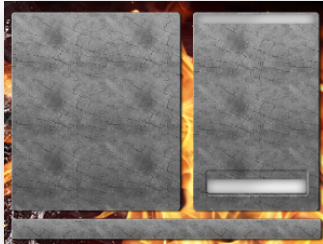
Blue



Blue Sail



Charcoal



Fire



Fire 2



Glow Blue



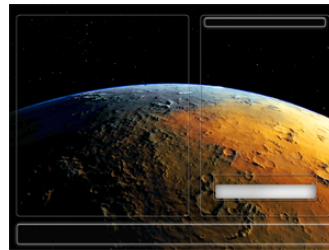
Green Field



Knightlite Plasma



Malachite



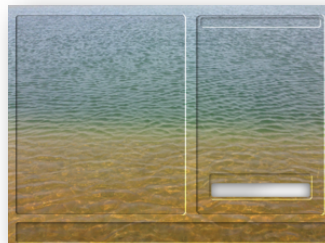
Mars



Redway Cherry



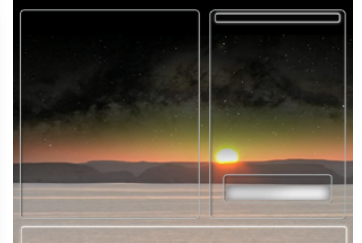
Ripples



Ripples 2



Space



Sunrise



Sunset



Sunset 2



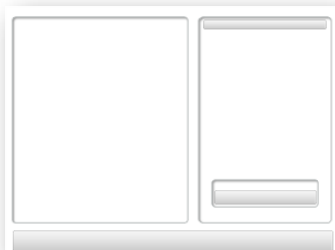
Underwater



Wave



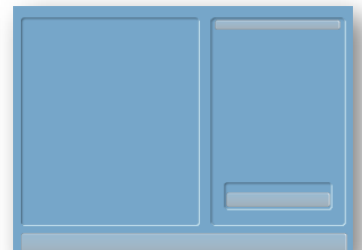
Wave 2



White

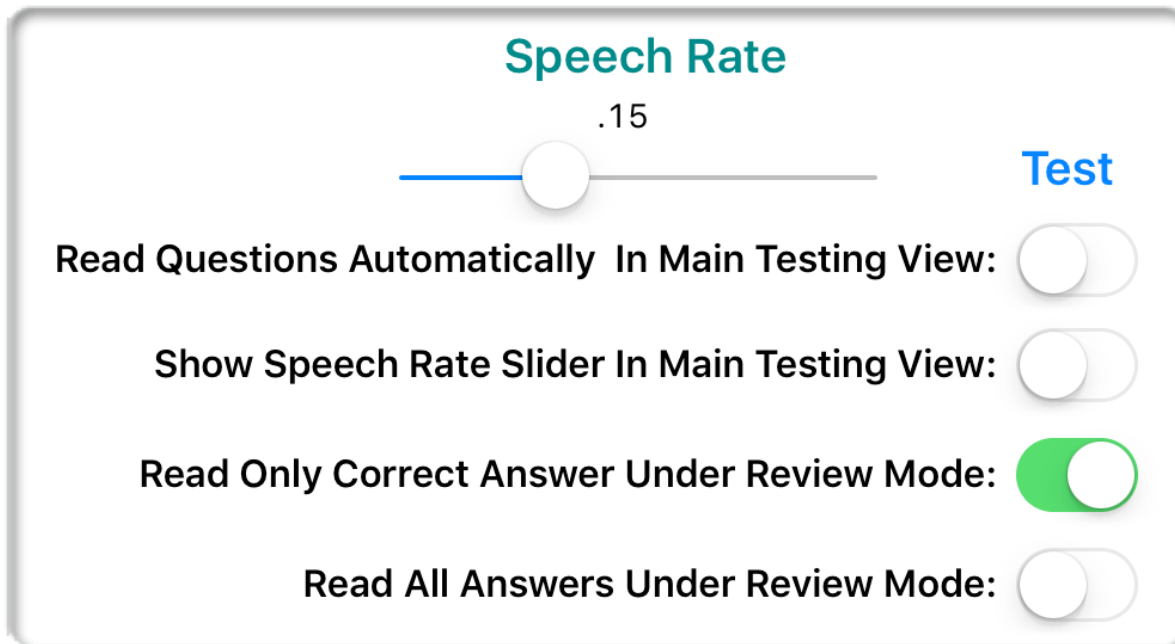


Winter



Wedgewood

The Speech Box:



Adjust The Rate Of Speech - The app can read the questions out loud to you using Siri's voice and you can adjust the rate how quickly or slowly it reads the questions to you by using the **Speech Slider**. Moving the slider to the right increases the rate and sliding it to the left decreases the rate. You can test the rate Siri reads by tapping the **Test** button.

Read Question Automatically In Main Testing View - When you activate this switch Siri will automatically be set to read the questions out loud to you when you start a test and when you advance to the next question. The default setting is off.

Show Speech Rate Slider In Main Testing View - Switch on if you want to display the **Speech Rate Slider** when you are taking a test in the **Main Testing View**.

Read Only Correct Answer Under Review Mode - Only the question and the correct answer will be read when you access the **Review Mode View**. The Review Mode is a great feature that allows you to still study the questions even if you are not directly interacting with the iPad. You can study while driving, doing chores around the house or taking a shower. You can set Siri to read every question and correct answer in the database out loud to you.

Read All Answers Under Review Mode - This feature sets the system so Siri reads both the question and also all four potential answers before also reading the correct answer under **Review Mode**. So you can listen to the question plus the four potential answers and say the answer out loud before Siri tells you the correct answer.



Erase Question Memory And History:



Erase Elephant Memory:



Make Change In System

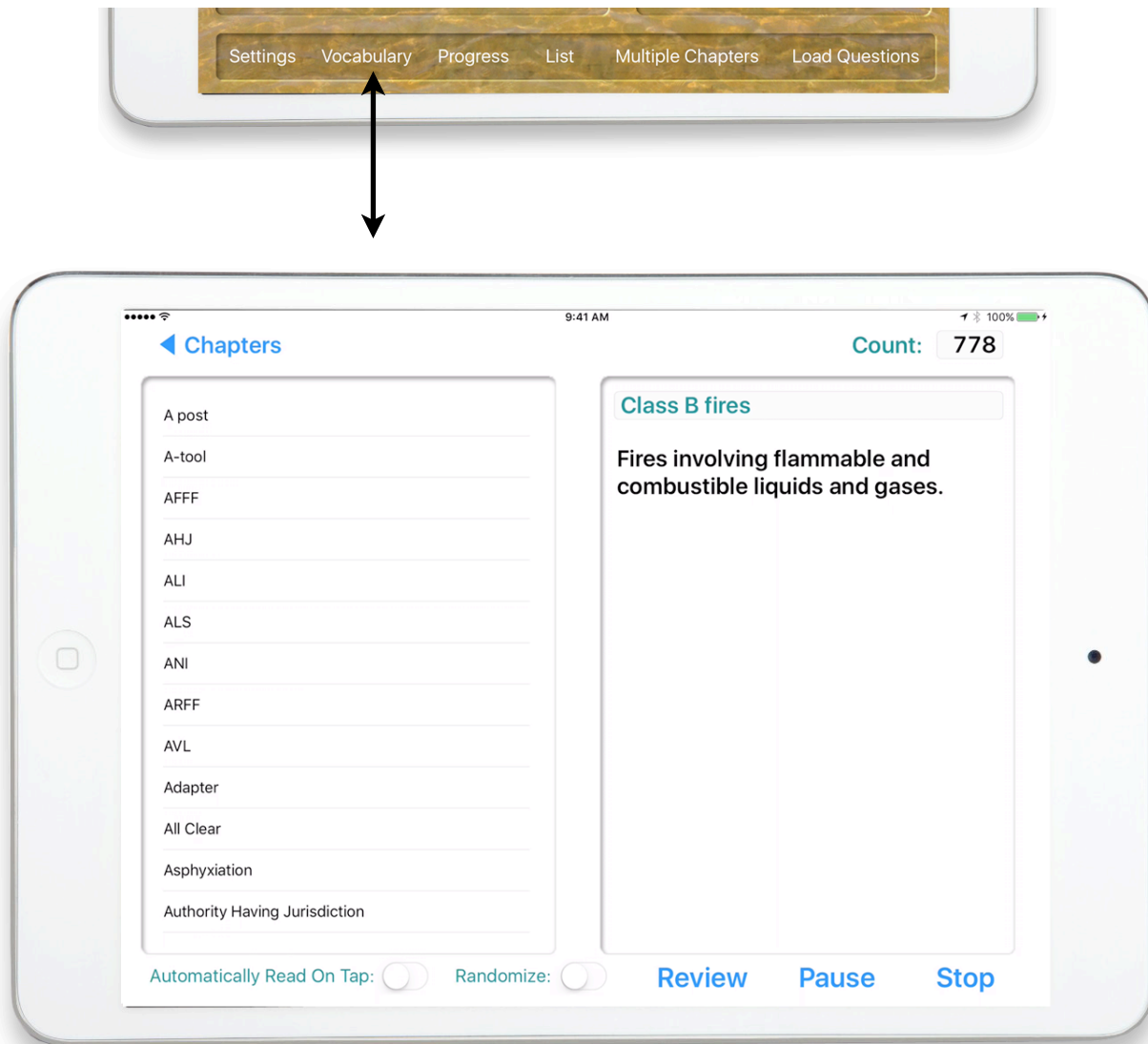
One of the great features about Knightlite Software Study Helpers is the ability to keep track of the questions you incorrectly answer while you are going through each test. We have created some great tools that help you pinpoint your strengths and weaknesses as you progress through using this app.

There are three types of information that are saved when using this app.

- 1) The **Question Memory** - Remembers and stores in the database each time you answer a question incorrectly. It helps calculate your overall score. When taking a test try to resist the temptation to tap on the correct answer after you answered a question incorrectly. Just go on to the next question. When you leave the **Main Testing View** you will be able to see a list of questions you incorrectly answered. You can then go back to the chapter and just load the questions you incorrectly answered previously. Once you answer a question correctly, it gets deleted from the list. The object is to answer every question correctly until you have no incorrectly answered questions listed.
- 2) The **History Memory** - Remembers the number of times you take a test and records the count as well as your average score right in the Chapter Table in the Chapters View.
- 3) The **Elephant Memory** - Remembers every question you ever answered incorrectly even if you answered it correctly in a subsequent session. Once you answer a question incorrectly, the **Elephant Memory** will never forget. Once you think you are proficient in all the answers you can load just the **Elephant Memory** questions and make sure you are still proficient with these questions.

If you want to start over right from the beginning you can erase both the Question Memory, History, and Elephant Memory by activating the appropriate switches and then tapping the **Make Change In System** button.

The Terminology View:



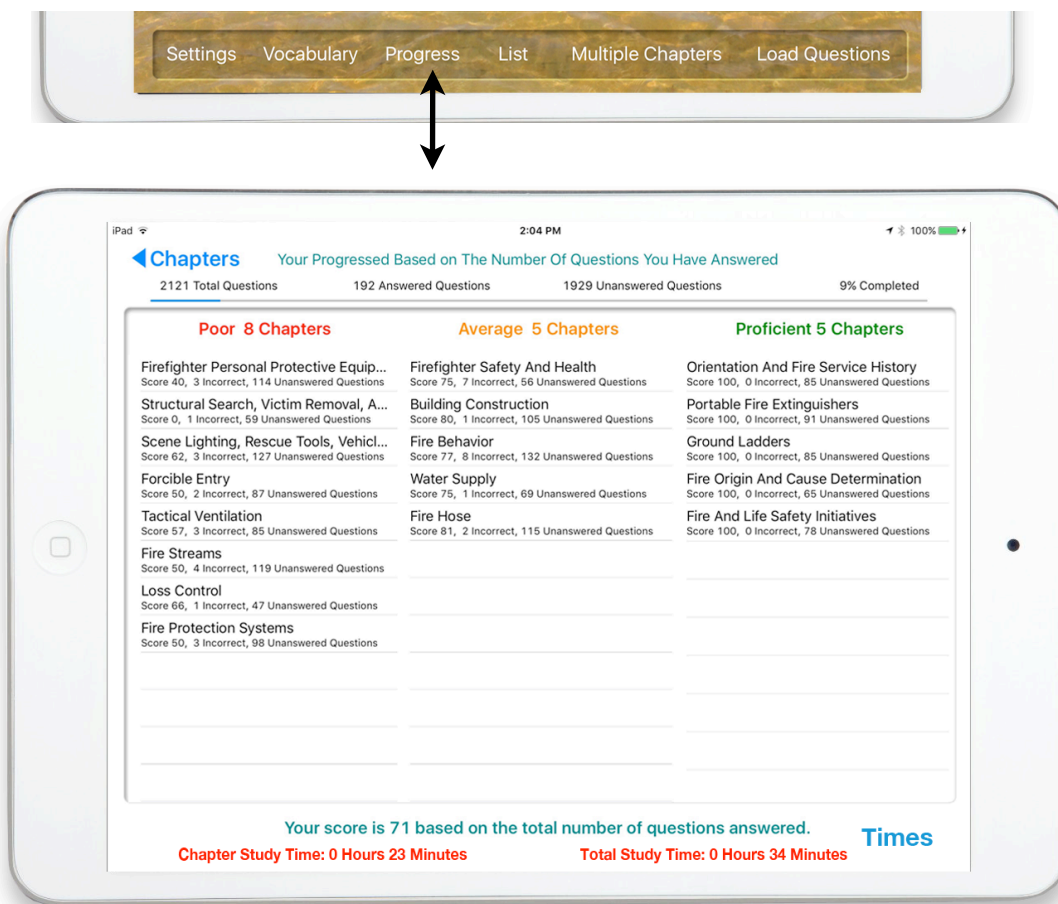
Most Knightlite Study Helper titles contain an extensive library of terminology that you can access from the **Chapters View** by tapping on the **Vocabulary** button. Just scroll through the vocabulary list and click on a word to display the definition.

If you want Siri to read the word and definition out loud to you automatically, turn on **Automatically Read On Tap** switch. You can stop and or pause Siri by tapping the appropriate buttons.

Tapping on the **Review** button will cause Siri to read each word and definition out loud and move to the next word.

Activating the **Randomize** switch will randomize the terminology so Siri never reads the vocabulary in the same order.

The Progress View:



One of the most powerful features in this app is the **Progress View**. This is where you can get a comprehensive understanding of your progress, as well as your strengths and weaknesses. On top there is a progress bar that indicates how many questions in the entire database you have answered.

The app tells you the total number of questions in the database, the number of answered questions, the number of unanswered questions, and the percentage of questions you have answered.

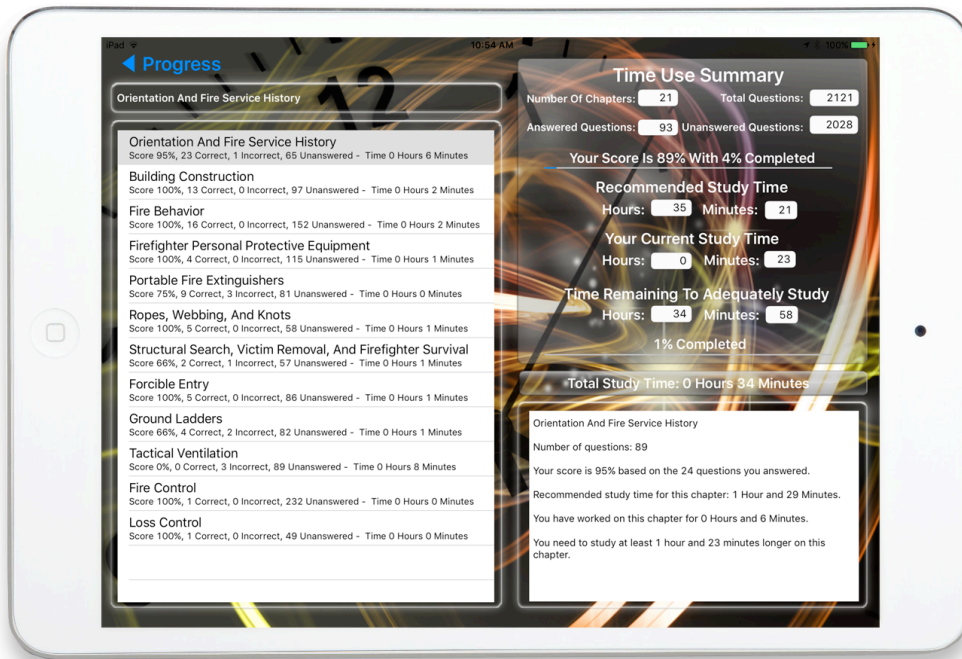
It also features three columns. The **Poor Column** shows the chapters where your performance was rather weak in that you scored below 70%. The **Average Column** displays the chapters you scored between 70% and 90%. The **Proficient Column** displays the chapters you scored above 90%.

Under each chapter listing you will also see your score as related to the number of questions you have answered and the number of correct and incorrect answers for that chapter.

On the bottom your total score is displayed which is based on the number of questions you have answered as well as your **Chapter Study Time** and **Total Study Time**. The objective is to keep working on questions until all chapters are in the **Proficient Column** and you have answered 100% correctly for each chapter. **See page 19 for study strategies.**

The **Times** button will take you to the **Time Use View** which will give you information regarding how much study time you should dedicate for each chapter

The Time Use View:



At Knightlite, we believe you reap what you sow. The app is not going to help you on your exam if you don't put in a sufficient amount of time. We have determined that in order to properly prepare for your exam **you should dedicate at least 1 minute of study time for every question included with the app.** For example, our ***Essentials Of Firefighting Study Helper*** app contains 2121 questions. That comes down to a recommended study time of **35 hours and 21 minutes.**

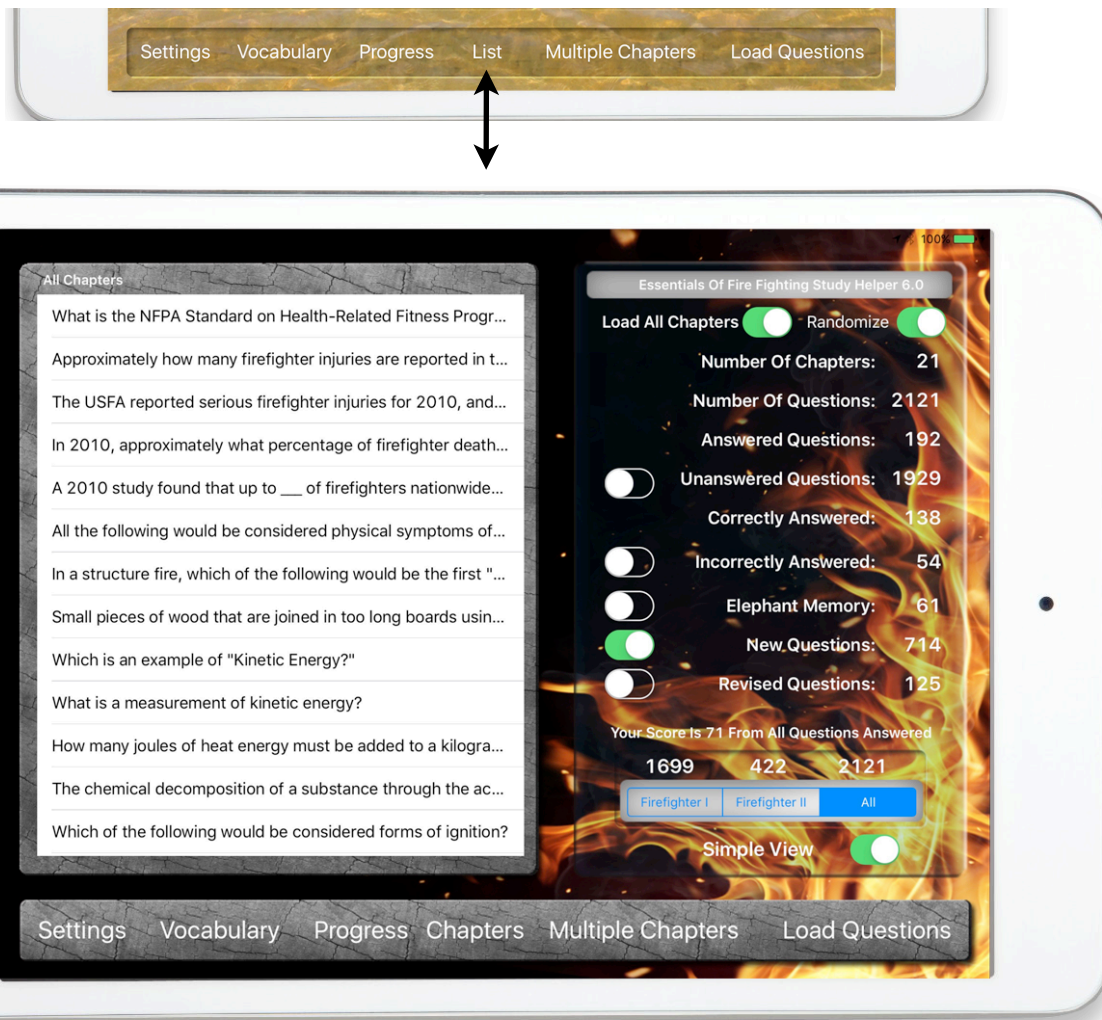
To access the **Time User View**, tap on the **Times** button under the **Progress View**. At the top of the screen you will see the number of chapters in the app, the total questions, the number of questions you answered, and the number of unanswered questions. Your score and the percentage of questions completed are displayed below with the corresponding progress bar.

Below that, the app will display the recommended study time based on the number of questions in the app. Below that shows your current study time based on the chapters you have covered so far. Below that is a progress bar that indicates the percentage of time you have dedicated to studying in comparison to the recommended study time.

On the left side you will see a list of chapters you have worked on. Tapping on the chapter title will give you specific information about that chapter. For instance, if I tap on the chapter ***Orientation And Fire Service History***, I can see that there are 89 questions in that chapter. My score is 95% based on the 24 questions I have answered. The recommended study time for this chapter is 1 hour and 29 minutes. I have spent only 6 minutes studying in this chapter, which means I have to study at least another 1 hour and 23 minutes to meet the minimum study time for this chapter.

The Time Use Summary is designed to help you pinpoint what chapters you need to spend more time on. The more you use the Knightlite Study Helper app, the more you understand the material. The more you understand the material, the easier it will be to learn the information. The more information you can retain, the less stress you will feel. Less stress helps your brain concentrate. That is why those you use Knightlite Study Helper Software are the ones who get promoted.

The List View:



If you would like a quick peek at the questions you answered incorrectly for a specific chapter, tap on the chapter title, then tap the **List** button. The table of chapters will convert into a list of incorrectly answered questions for the selected chapter. To change it back, tap the Chapters button.

If you want to see all the questions you answered incorrectly in the entire database, activate the **Load All Chapters** switch. It will list all the incorrectly answered questions in the entire database.

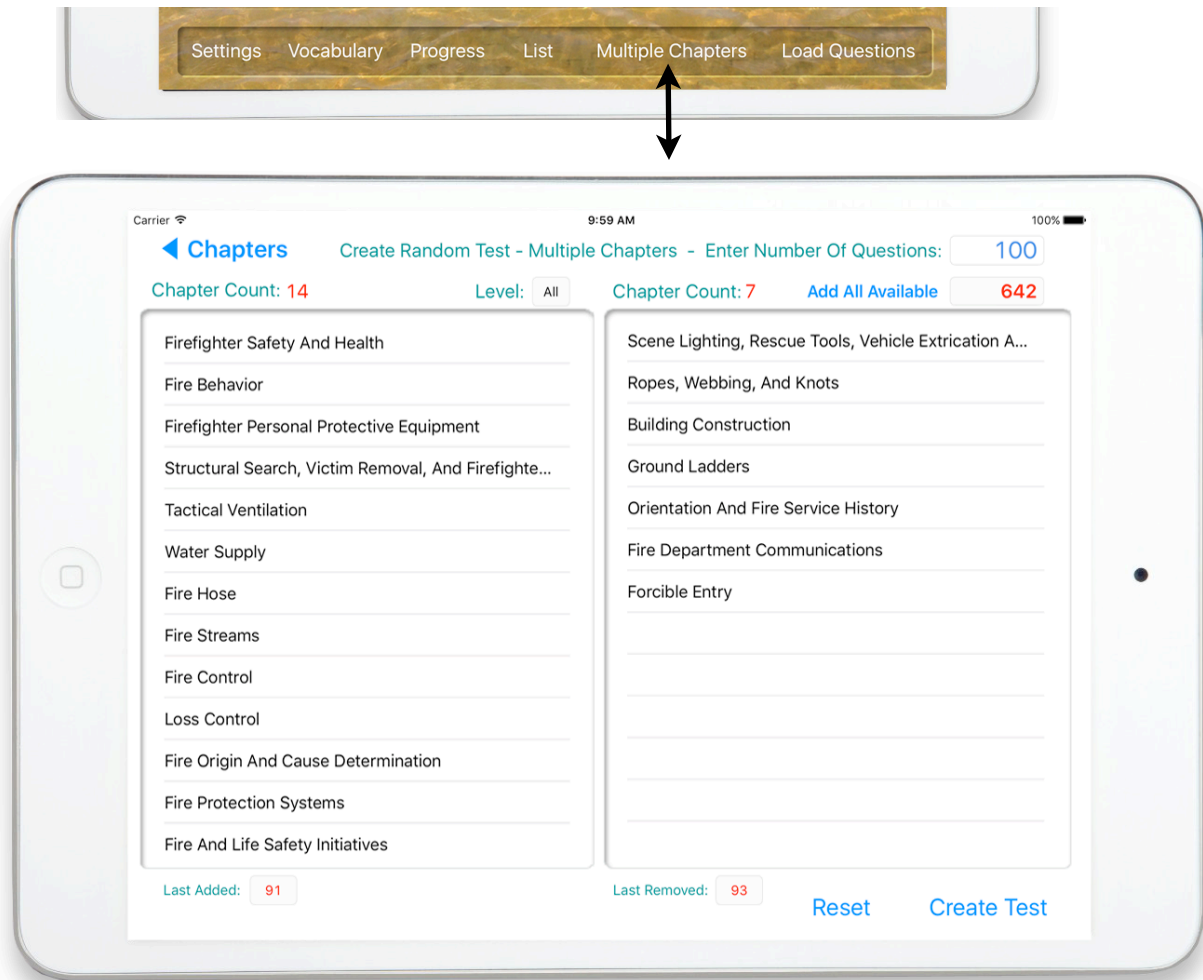
You can scroll through the questions to view them. If you tap on one of them the question will open in the **Main Testing View** so you can answer it.

If you want to load all the incorrectly answered questions in the selected chapter activate the **Incorrectly Answered** switch. Likewise you can activate the switches for **Unanswered Questions**, **Elephant Memory Questions**, and **New** or **Revised Questions** (if they exist).

To randomize the order in which the questions are displayed, activate the **Randomize Questions** switch.

You can also toggle between the Levels by selecting the appropriate cell in the segmented control.

The Multiple Chapters View:



Sometimes you need to only study certain chapters. Knightlite Study Helper apps let you create a random test from multiple chapters. To create a test, tap on the chapters on the list on the left and they will be moved to the list on the right. As each chapter is added to the list on the right, the chapter title is also removed from the list on the left.

Enter the number of questions you would like to generate in your test, and tap the **Create Test** button.

As you tap on chapters to add to your multiple chapter test, a running count of the total number of questions is displayed. If you want to create a random test with all of the available questions in the selected chapters, tap on the **Add All Available** button. Then tap on the **Create Test** button to generate your random test.

You can also remove chapters by tapping on the desired chapter in the list on the right. It will be removed and added to the list on the left.

You can see how many questions are being added or removed with each chapter in the **Last Added** and **Last Removed** boxes.

The Knightlite Method For Studying For Tests



Whether you are studying for an EMT certification test or a comprehensive officer promotional exam, Knightlite Software has proven to be one of the best tools you can use to prepare and excel on your test. This guide shows you how to use this software so it will be most effective.

Its important first to point out that you reap what you sow. As you already know, none of the information is easy to learn. There is an enormous amount of material you have to take in, comprehend and recall on your exam. Just like you develop muscle memory executing firefighting operations, you can develop mental muscle memory by sheer repetition.

The first step is to move through the app in the order it is presented. Start with the first chapter and complete it. If you are just beginning the study process, before you open the textbook, you should run through the first chapter in the app. See how well you do without even reading the chapter. Chances are, your experience being a firefighter is going to allow you to answer quite a few questions correctly right off the bat. **IMPORTANT!!!!...** As you are going through any chapter in this app, resist the urge to tap on the correct answer when you answer a question incorrectly. Buck-up and move on. The app will remember you answered that question wrong and you can go back to it later. It is important to get a true snapshot of how much information you comprehend and can easily recall under a testing situation.

Once you have completed the first chapter in the app, **READ THAT SAME CHAPTER IN THE TEXTBOOK!** Knightlite spends a great deal of time writing questions. We try to be as thorough as possible without writing questions that we deem as just stupid. We attempt to grab all the points we consider important. As you read the chapter after you take the test in the app, **THOSE** important points will jump out at you, because you will remember we asked a question about it.

When you finish reading the chapter. Load that chapter in the app and retake the test. Chances are you will score much higher than you did the first time. Congratulations, you are progressing.

There is an option to randomize the questions. My advice at this point would be to take the questions in the order we present them, because many times the answer to the previous question may be in the next question, so some questions build off the last. It should be noted, we don't ask too many "Trick Questions", if any at all. The purpose of this app is to help you score on your test, not determine what a clever test taker you are. To us that's useless.

To see your progress so far go to the **Chapters View > Advanced View > Progress**.

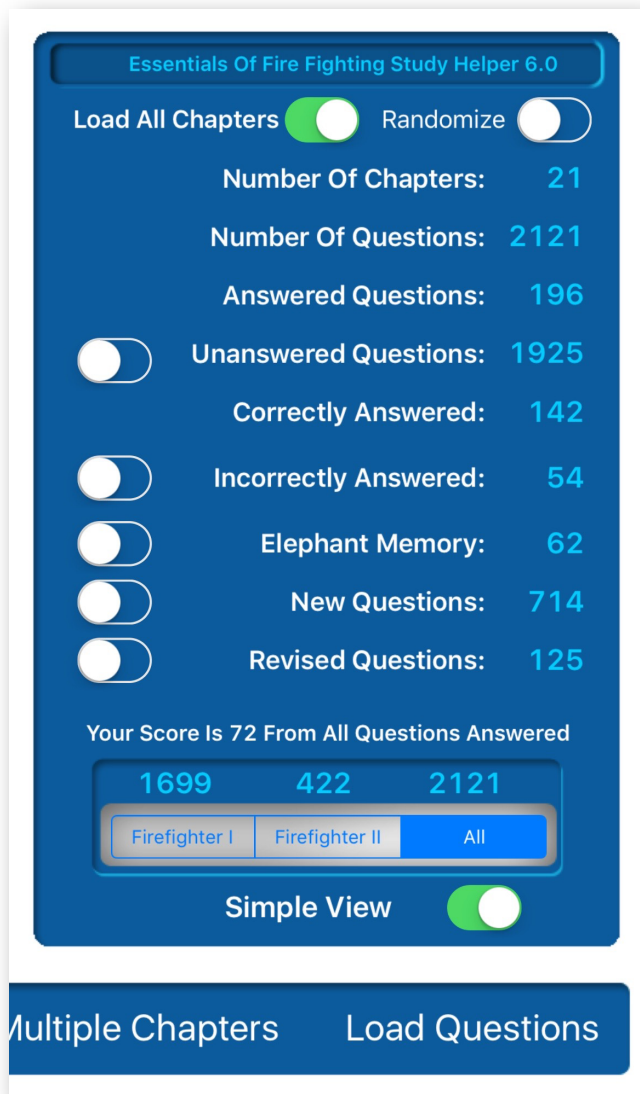


There are three columns in the view that will give you a quick overview of your progress as you move through each chapter. The **Poor Column** shows you the chapters in which you scored below 70%. The **Average Column** is where you scored between 70% and 89%. The **Proficient Column** shows the chapters where you scored over 90%. That's where you want to be. You want every chapter in the column showing the score for each chapter at 100% and 0 unanswered questions. You also want your overall score to be 100. That's the goal.

As stated earlier, this is an effective set of steps for learning the information. Here's the progression.

- 1) Take a test for a chapter. Don't attempt to change your incorrect answers to the correct ones.
- 2) Read that same chapter in the textbook.
- 3) Retake the test in the app. Don't change any incorrectly answered questions to correct.
- 4) Compare your scores between the two tests
- 5) Go to the next chapter in the app.
- 6) Go to Step 2.

As much as I think this is a good approach to how to study, I know that most of you are not going to do this. It's human nature not to be robotic. Everyone is different and we all adopt a different approach to studying. I know you are going to skip around from chapter to chapter, so we added a whole bunch of options to make skipping around a little more productive. We have created features in this app so you can adapt the app to suit the way you like to study.



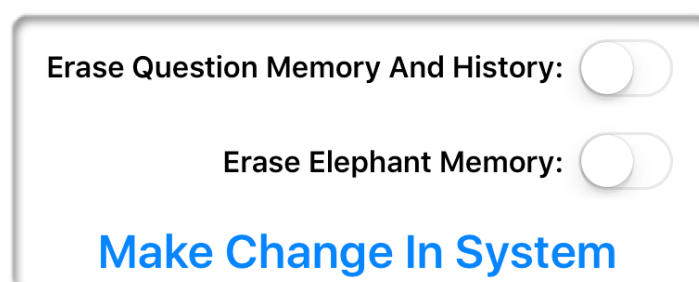
In the Chapters view, when you turn the **Load All Chapters** switch on you get a snapshot of your progress. You can see in the image to the left that there are 2121 questions in this app. You have answered 196 questions, but still have 1925 questions yet to answer. If you just want to work on just the unanswered questions, you can turn on the **Unanswered Questions** switch and tap **Load Questions**. That will load only the questions you have not answered yet. If you want the questions to be asked in random order, You can turn the **Randomize** switch on.

If you want to run through the unanswered questions in a specific chapter, you just have to tap on the chapter name and the view will change to reflect information about that specific chapter.

Lets say you want to go back and study all the questions you answered incorrectly, You just have to turn the **Incorrectly Answered** switch on and tap **Load Questions**. That way you will just show questions that you did not know in a previous session. You can also randomize these questions by turning the **Randomize** switch on. If you answer these questions correctly in this session, they will be remove from the list, and you will see the number of incorrectly answered questions drop. The goal is to get this number to 0.

Another great feature of the Knightlite Study Helper app is that we also added and **Elephant Memory** option. The **Elephant Memory** remembers every single question you ever answered incorrectly even if you answered it correctly in a previous session. You utilize this feature when you are absolutely sure you know the answers to every single question in the app. Turn the **Elephant Memory** switch on and tap Load Questions to load this set of questions. The **Elephant Memory** questions can be loaded by chapter or all Elephant Memory questions can be loaded at the same time by turning on the **Load All Chapters** switch.

Even if you answer all the Elephant Memory questions correctly they will never be removed. If you want to start over and reset either the Question Memory or the Elephant Memory, Navigate to the **Settings View** from the **Chapters View**. Turn on the appropriate switch(s) and tap **Make Change In System** button. Everything will reset to the default values.



Studying While On The Move:



Notes T R Voice Assist Stop Read First ◀ Back Next ▶ Last

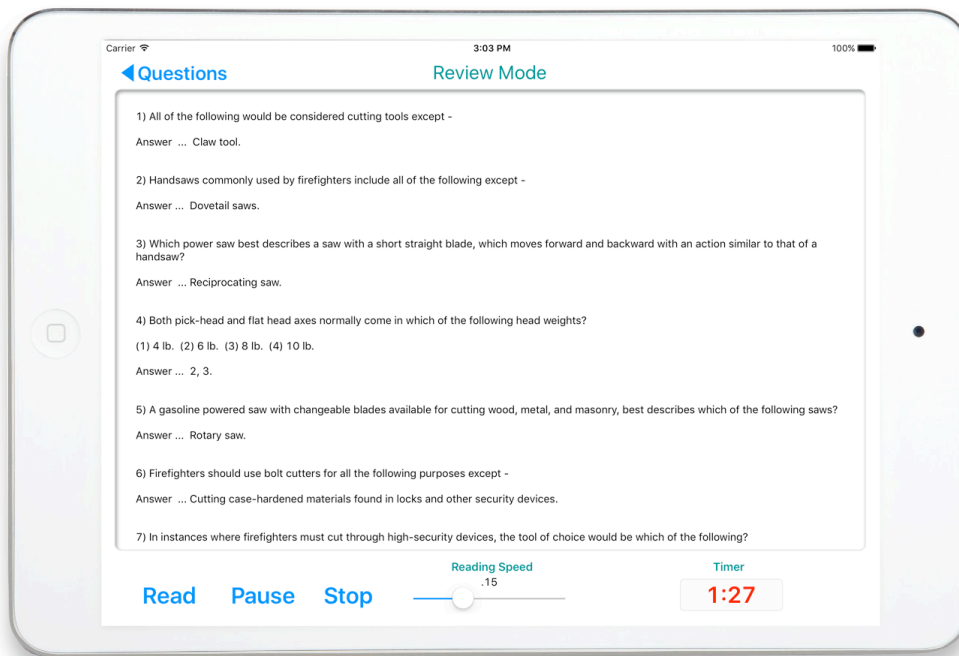
Click the R for Review Mode

As portable as the iPad is, there may be times when you want to study and can not look directly at the screen. We included a feature we call a **Review Mode** in our Study Helper apps. This allows the app to read the questions and answers out loud to you using Siri's voice without any feedback from you. Now you can still study while you are driving in your car, washing your dishes, taking a shower, or whatever you are doing and cannot directly interact with your iPad.

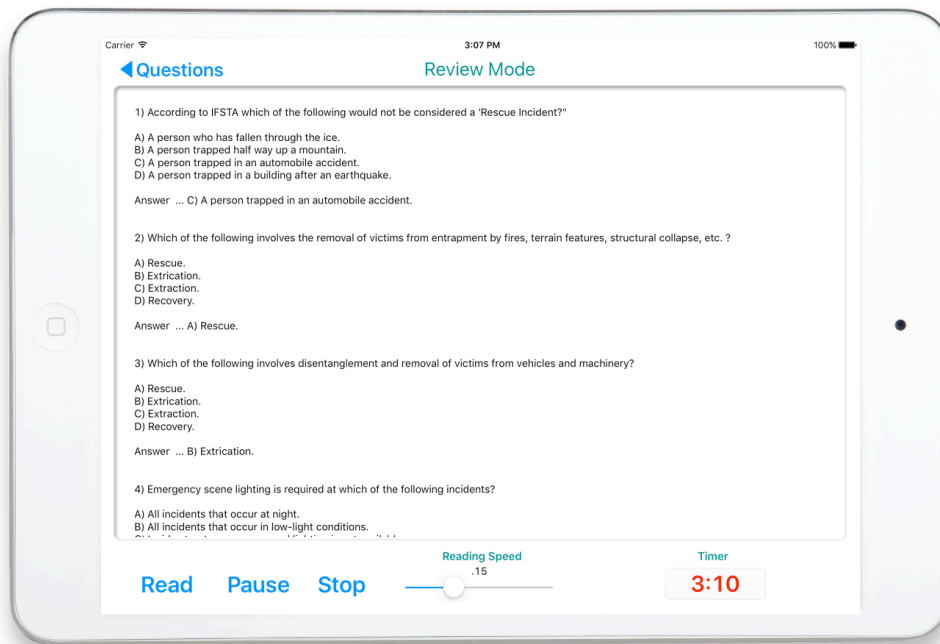


You can access the **Review Mode** by tapping the **R** button in the **Main Testing View**. Before you utilize this feature you should set up your iPad so it does not automatically go to sleep while you listening to Siri read the questions to you. Go to **Settings > General > Auto-Lock** and change the setting to **Never**. You can change it back after you finish studying.

There are two modes of operation in the **Review Mode**. The first mode reads the question and just the correct answer and then moves on to the next question. The second mode reads the question, all four potential answers and then the correct answer before going to the next question.



Mode 1 - Reads the question and just the correct answer.



Mode 2 - Reads the question, four answers, and then correct answer.

To activate Siri, all you have to do is tap the Read button. You can pause the reading with the Pause button, or tap the Stop button to stop Siri from reading. You can adjust the speed with the slider bar. With a speed setting of 0.15 the app will read a little more than 200 questions an hour when working in Mode 2.

The Review Mode also has a timer so you can tell how long you have been studying.

The Day Of Reckoning - Testing Day



You have been studying for months now, and the day has finally arrived when its time for you to prove yourself. Your future lies in front of you on a small multiple choice answer sheet and sharp No. 2 pencil. This is your chance to excel. You should look at it that way. It is a path to your future.

The first thing you should do is try to relax. I know that is difficult, but stress makes it more difficult to recall information that you know you know. At the very least, **DO NOT TRY TO STUDY** within one hour of the exam. You have seen people drag books into exams and nervously thumb through pages in a desperate attempt to cram. That just does not work. Chances are you will see something that you aren't quite sure of and then start to panic. Once you start to panic, its all downhill.

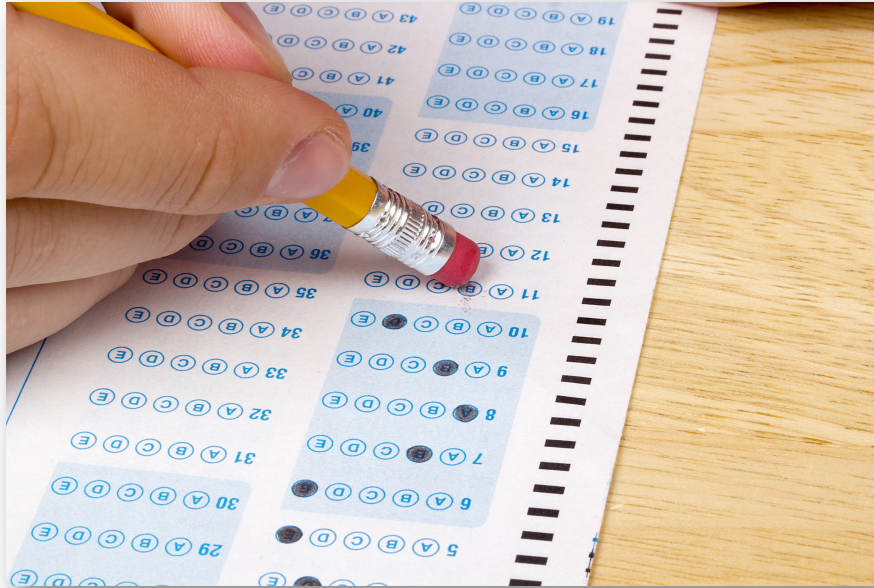
Prepare for the exam by trying to relax and do yourself a favor, **STOP STUDYING!** When you sit down at the table to take the test, ask if you can have a piece of blank paper. If this is allowed, great, you won't have to mark up the exam book. Many promotional and certification tests are 100 questions. The number of questions that you have not yet answered is directly proportional to the amount of stress you are feeling. So this is what you do. As you take the exam, if there are any questions you are not completely confident that you will select the correct answer, mark the question down on your blank piece of paper and without panicking, move on to the next question.

Do not answer any question on your answer sheet unless you are 100% sure that the answer is correct. If you are **NOT** 100% sure the answer is correct, mark in on the sheet and move on. Do not look back

As you move through the test and answer questions correctly, with each question you answer, your stress level will begin to diminish. The more questions you answer, the less questions

you need to answer. That should make you relax more, making it easier to answer the remaining questions. Remember, any questions you are not 100% sure of, mark the question number down and move on.

When you have completed the test, chances are you may have 10 to 15 questions you were not sure of and skipped. This is the time to reorganize your thinking. You no longer have a 100 question test. You have a 10 to 15 question test. Your stress should be radically diminished at this point, allowing you to relax more. The more you relax, the clearer you can think. There is a good chance you will now be in the mindset to easily answer those last remaining questions.



Once you have answered the remaining questions, you're done! Scan the answer sheet and make sure you have answered every single question. Then get up and leave!

Do not go over the questions to make sure you answered them correctly. Do not change any of your answers. Statistically it has been shown that your first answer is normally the correct answer. Many people start to second guess themselves, and can create disastrous results by changing answers. Make a decision and stick with it.

Remember, you did not answer any question in the beginning that you were not 100% sure of. If you just don't know what the answer is, then you have to guess. Many times tests will be made up where there will be 1 or 2 answers that are just wrong, with 2 answers that may be correct. If it comes down to 2 answers, go with your first intuition. It could be right.

If you used our app correctly and you scored extremely high on our exam, chances are you will score very high on your promotional or certification exam as well.

Just remember, the more you use our app, the more use to being asked questions. If you are constantly bombarding yourself with questions, answering questions with that No. 2 pencil instead of your finger will be second nature.

Contact And Technical Support:



**Numerous Instructional Videos
Available At Knightlite iPad Support**



Knightlite Software has been in the business of helping emergency personnel excel on their promotional and certification exams since 1996. We have helped thousands of firefighters achieve their goals.

Our iPad Study Helper versions make a great tool when you are on the go. We also have Windows and Mac OS X versions that have other features. You can download free demo versions of all of our titles at

<http://knightlite.com>

Visit The Knightlite Windows And Mac Store

<http://knightlite.org/store>

iPad Versions Available In The Apple App Store Only

**At Knightlite, We Pride Ourselves On Our Tech Support
1-800-707-9875**

7 Days A Week - 8:00 AM - 8:00 PM Eastern Time

If you ever need to know how to do something with the app, give us a call. We are here to help.

Sincerely,

James D. Redway
Founder and CEO Knightlite Software LLC

Knightlite Software LLC

