

# Florida State Association of PARLIAMENTARIANS



## Helen's Helpful Hints for Passing the NAP Membership Exam

By Helen Popovich, Ph.D., PRP



### First Step

Make a paper copy of the test questions. Yes, I know it is 14 pages, and you will have to take some time to put the information back into the proper format; but consider this your basic workbook. It is worth the time.

Use a pencil, not a pen, for making check marks on your paper copy. Be sure you have a good soft eraser so you can erase the pencil marks when you no longer need them.

### Hint 1 for Learning All Hundred Answers the Easy Way

If you have about a month until the exam, you will need to learn the answers to only 5 questions a day. By the time of the exam, you will have learned all the answers. You will even have a few days to practice answering the questions in blocks of 10 to check your knowledge and focus on any problematic questions.

### Hint 2 for Learning the Correct Answers Quickly

Make an electronic copy of your formatted test questions and delete all but the right answer. You will have a list that looks like this:

1. What is the name given to the tradition of rules and customs formed by centuries of trial and error to deal with meeting problems? [RONRIB 3rd ed., p. 5]

**a. Parliamentary procedure.**

2. Groups that meet to decide on action to be taken are known as: (p. 5)

**b. Deliberative assemblies.**

3. The person chosen to preside over a meeting: (p. 12)

b. Keeps order in the meeting.

4. The minimum number of members who must be present for a meeting is called: (p. 12)

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a. The quorum.

5. Which items may be found in the standard order of business? (p. 13)

a. Approval of minutes, reports, and new business.

Some students find this technique helpful because they can focus on the right answer only, rather than cluttering their minds with the incorrect answers. Some even bold face the answers, as I did in #1 and #2.

## Hint 3 for Learning and Remembering the Correct Answers

On your paper copy of the questions and answers, lightly check your chosen answer in the far left-hand margin. Check the answer sheet to see if you are right. If you are, erase the check mark by that answer. If you guessed wrong, leave the check mark. Read the page(s) that the question refers you to, so you will learn and understand the correct answer. A couple of days later, cover the far left-hand margin with a blank sheet of paper and test yourself again. Check any you miss and repeat the process until you can take the test without making any errors. As you have time, review any checked questions to be sure you know the answers.

Some students find this technique helpful because they want to see the questions as they will appear on the exam and they can focus on the questions that give them problems, rather than spending equal time on those questions that they can easily answer correctly.

## Hint 4 for Testing Your Ability to Choose the Correct Answers

After you have learned the correct answers to your 5 questions, read and answer the questions in reverse order (question #5 to question #1), or in reviewing sets of 10 questions, question #10 to question #1.

Students find this helps them prepare for the exam because the 40 exam questions will not be given in the order in which they appear in the *Study Guide*.

## Hint 5 for Ensuring That You Understand the Rules

If there is anything that you find confusing or that you have a question about, feel free to call me (813-855-2123) or email me so that I may give you some individual help.

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## Hint 6 for Studying on the Go

Make a set of 3"x5" inch flash cards with the question on one side and the answer on the other. Shuffle and practice till you can answer all of the questions correctly.

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