Exam Structure: The test is intended to test your knowledge of the learning objectives found in each chapter. Each learning objective may be tested (since there are more than 100 learning objectives not every one will not be tested). The number of questions from each chapter range from 3 to 6. The number of exam questions will be higher for those chapters with more learning objectives. For example there are more questions covering chapter 24 that has 8 learning objectives than chapter 1 which has 4.

American College Online by Blackboard: Below we mention many learning tools offered in the on-line version of this course. If you’ve only used the written materials and the audio review that we have sent you, you’re missing many valuable tools. If you don’t know how to log on to Blackboard, please let us know.

Study Tips: Read the study tips for each chapter that are found in the Course Info section of Blackboard. These should help to focus your exam preparation.

Read the Book! Don’t forget that it’s a test about the content of the book. Spend as much time as you can with the text. Of course it’s not easy to get through, and you may find it easier to go back and forth from the questions to the text. If you do study this way be sure to go into the textbook every time you are less than 100 percent sure of the correct answer to a question.

Review Charts: In the study materials portion of Blackboard in “Supplemental Materials” there are summary tables for each type of tax-advantaged retirement plan discussed in the course. These put all the information you need about each type of plan on one page. In the textbook there are a number of other overview tables and charts that are helpful. Specifically,

- The tables in chapter 3 identifying the differences between pension and profit-sharing plans and defined-benefit and defined-contribution plans.
- The review table at the end of chapter 12 describing the key characteristics of various pension investment products offered by insurance companies.
- The IRA summary tables at the end of chapter 18 identifying the phaseout limits for different types of IRAs.
- The bulleted lists in the putting it all together section in chapter 25 containing the distributions rules that apply to qualified plans, IRAs, and 403(b) distributions.

Practice Questions: Working through practice exam questions is a great way to prepare for the exam. For this course there are two 100 question sample exams. These are structured the same way as our national exam. One is in the Study supplement, but one is only found online. In addition in the study materials for each chapter there are supplemental multiple choice exam questions. Also, true/false questions are just a series of true false questions. So for your exam preparation,
clearly you want to answer all of the true/false questions for each chapter. The open
ended questions at the end of each chapter also help to focus your exam
preparation. They can alert you to the type of math questions that are typically found
on the exam.

**Trouble Understanding Concepts:** If you don’t have much experience with
retirement plans, this part of the course will be more difficult. If you’re struggling with
concepts please take advantage of the opportunity to ask questions in Blackboard
and in the Forums. This book has a lot of examples and we tried hard to really teach
the material

Also, as a substitute for a classroom experience we have a DVD product with about
15 hours of instruction on HS 326. There are 12 classes covering the 25 chapters
.generally two chapters per class) and a course review. The DVDs contain lectures,
discussions, practitioner interviews, and exam reviews. This product is available
for purchase.