



RCM Exam Preparation Information

The RCM examination has been prepared by experts in the field of Condominium Management and is designed to ensure that Condominium Property Managers in Ontario are fully qualified professionals with broad expertise and knowledge in this field. The exam focuses on the following four areas: Condo Law, Financial Management, Physical Building and Administration and Human Relations.

The RCM examination is three and a half hours long, is closed book and contains true/false, multiple choice, and short answer questions. An overall grade of 75% or higher is required to pass; unless you have received an experience exemption. In that case, a grade of 75% or higher on each of the four sections of the exam is required to pass.

Once you have registered with ACMO, I will provide you details on how to register and make payment for the exam (\$265.00 plus HST) through Mohawk College. Once registered, you will be given access to the RCM Exam home page, where you will find details on how to book your exam at a date and time convenient to you sometime from February 11 – 18, 2022. The next sittings will take place in May, September and November of this year. **Please ensure you follow the exam booking and technical requirements information carefully.** The time to find out that your computer is not equipped to manage the process is NOT the date/time of your exam.

PREPARING TO WRITE YOUR EXAM

Academic learning is the pre-requisite for writing this exam. It is recommended that you **review your course manuals and course notes, particularly making sure you can answer the review questions at the end of each chapter of each manual.** You may also want to review the policy and procedures manual used within your Condominium Corporation.

WHAT TO BRING TO THE EXAM

Simple calculator only (PDA's are strictly prohibited), watch/clock, photo id, and whatever else appears on the exam booking website.

HELPFUL HINTS FOR PREPARING TO WRITE THE EXAM

1. Allow yourself sufficient time for preparing for the exam. Scheduling time each day will help ensure the material is fresh. Recommendation for minimum preparation: one hour a day for a month.
2. When studying, access prior knowledge by asking yourself: "What do I already know about this topic?" and/or "How much do I remember from the course?". This will help you focus on unfamiliar areas.
3. Formulate questions to guide your reading/reviewing by turning the headings and subheadings in your course manuals into questions.

4. Read actively by underlining, marking your text and review questions.
5. Monitor your comprehension on a continuous basis and review any difficulties: slow down, read aloud, rephrase in your own words, and take a break.
6. Review by summarizing, preparing and answering hypothetical questions.

Writing the Exam

The following points may be helpful to you in preparing for writing your exam:

1. Answer the questions you find easiest first and then return to the ones you have left out.
2. Remember in true/false, multiple-choice questions, your first response is usually correct. When reviewing your responses, keep this in mind before you second-guess yourself.
3. Before looking at the alternative answers on a multiple-choice question, read the question carefully and try to recall the answer. Then look at the possible answers.
4. Answer all the questions, even if you are guessing.
5. If you are developing “exam anxiety”, slow down, relax, take a minute break, take a few deep breaths and then return to the exam.
6. Have a plan for writing the exam before you arrive. You have four subject areas to be completed in 3-1/2 hours. Some people choose to divide the 3-1/2 hours by four, allocating 52.5 minutes to each of the four sections, moving on when that time has been reached and returning to unfinished sections if they have time at the end. Others choose to write the sections they are most comfortable with first and leave the sections they find most difficult to the end. Still others write the more difficult sections first, and leave the ones they find easier until the end. You should use whatever plan works best for you – but the key is to have a plan when you arrive.