



# National Center for Competency Testing

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## Medical Assistant Examination

### Candidate Testing Information and Job Analysis Summary

As you prepare for the NCCT Medical Assistant Examination, you should understand several points about the test. First, the test is based on an analysis of what Medical Assistants do on the job. Over 300 Medical Assistant incumbents, supervisors, and instructors participated in a survey about the Medical Assistant job. The survey respondents provided important job information, primarily the frequency with which tasks are performed and task importance. The results of the survey were used to design and prepare the examination. The following table shows the various parts of the job along with the approximate number of test items per job category. Clearly, the medical procedures category, made up of the five sub categories, is the most important part of the job and most of the items on the exam test for the knowledge and mental ability to needed to perform medical procedures that a Medical Assistant will perform on the job.

<b>Topics Sub-Categories</b>	<b>Percent Range Test Content</b>
Medical Procedures (MP)	42.5 - 50%
Phlebotomy	10 - 12.5%
Patient Examination	10 - 12.5%
ECG / other lab	10 - 12.5%
Infection / Exposure Control (includes safety)	12.5%
Anatomy and Physiology (AN)	10 - 12.5%
Medical Office Management (MO)	18 - 20.5% (8% = Insurance and Bookkeeping)
Medical Terminology (MT)	10 - 12.5%
Pharmacology (PH)	10 - 12.5%
TOTAL	100%

As you prepare for the exam, keep the categories in mind. All of the items on the exam relate to one of the categories above and all are referenced to text books used in Medical Assistant curricula. A reasonable preparation strategy is to make sure you review all of the material you have studied in your courses, but to place greater emphasis and effort on the medical procedures material.



The exam for Medical Assistant consists of 150 multiple-choice items that are scored, but you will actually take more than 150 items so that NCCT can study some new items that may be used and scored on future tests. When taking the test, use sound strategy. For example, try to answer the question before you review the alternatives, i.e. the possible answers, for the item. Once you have your answer in mind, review all of the alternatives and select the one that is closest to your answer. Other strategies include paying special attention to words that harden or soften a sentence. Words like "always" and "never" harden a sentence and such sentences tend to be false. Words like "usually" or "probably" tend to soften a sentence and these sentences tend to be true. Another strategy is to guess if you do not know the correct answer. You will not lose points if you answer an item incorrectly, so it is to your advantage to guess if you are not sure of an answer. Be wise, though, and try to eliminate clearly wrong alternatives before you guess. While this paragraph provides a small sample of test-taking approaches, you may wish to go to the library or check the internet for other strategies to use when taking a test.

While keeping the content of the test secure and confidential is important for the test results to be meaningful, you should be aware of the kinds of items on the test. Many of the items on the exam are considered knowledge items. These items require you to know a definition, a procedure, a safety requirement, or some other fact. Some of the items, however, will make you think carefully. For these items, you may need to apply a principle to a specific situation or the item may test your comprehension of more complex material. There is a free download with general test question examples that is available from the Forms/Documents tab of the NCCT website. NCCT also has review books and practice tests available for purchase, if desired, that are also accessible on its website: [www.ncctinc.com](http://www.ncctinc.com).

Another important point to understand is that the pass point on the exam is based on expectations for competent performance. Because people who pass the test will become certified Medical Assistants, NCCT has a responsibility to the public and to employers to ensure minimum levels of capabilities for passing candidates. Based on a review of the test items, a panel of experts in the Medical Assistant field provided data that resulted in the pass point for the exam. For those who fail the exam, they can retest after 30 days. Three attempts (total) are allowed.

Finally, relax and do your best when you take the test. Just like an athlete in competition, doing well on a test can require optimal performance. Being successful requires preparation and being in a sound frame of mind. You may want to review this note and then follow-up by planning a review schedule to go over your old notes and textbooks. Libraries and the internet may have additional useful information on general test preparation tips. You will also want to get a good night's sleep and eat a light meal before the exam. We want you to perform as best you can on the Medical Assistant exam. Medical Assistants play an important role in delivering care to a doctor's patients and we wish you success in your career!

## ***The Testing Department***