ACE PERSONAL TRAINER EXAM

Simulation Instructions Quick Reference Guide

**** Remind All Personal Trainer Candidates to Return to the Testing Center for the Simulation Portion ****

1. Candidates must be issued one ***Problem Booklet*** and one ***Answer Booklet***. The ***Problem Booklet*** contains:
   - A sample problem that candidates may attempt during the one hour examination. This is **NOT** part of the examination.
   - Two examination problems that will be scored. These must be completed within the one hour.

2. *The **Answer Booklet*** is printed on special latent image paper and appears as a set of blank pages. The candidate will select their choices using a special latent image pen to gently highlight the blank area to the right of the item(s) selected. A printed response will gradually appear. ***Never press too hard as it may smudge the response and make it illegible.***

3. Each problem contains an "Opening Scene", an introduction or scenario that describes a set of circumstances. This is followed by numerous sections" titled "*Section A*", "*Section B*", etc. that the candidate will complete in sequence. After reading the "*Opening Scene*", the candidate will proceed to "*Section A*" and follow the directions provided.

4. Each section also contains a list of actions and/or decisions in a numbered sequence that the candidate is asked to select based upon those that he/she deems appropriate given the circumstances at that time. Candidates are to select **AS MANY CHOICES** as they deem appropriate per section. They should consider **ALL** choices within the section before making selection(s). In each section, the choices presented appear in random order.

5. In the ***Answer Booklet***, candidates should rub the latent-image pen across the blank area to the right of the number that corresponds to the response selected gently. A printed response will appear. Each response has been exposed in its entirety when a ***Double Asterisk (**)*** appears. The appearance of the ****** is **NOT** an indication to move to the next section, but simply indicates the end of that response selected. Candidates are encouraged to highlight **ALL** appropriate responses.

6. Occasionally, an uncovered response may direct the candidate to go to the next section. If a "*Go to the Next Section*" message is uncovered, the candidate should do so immediately. If this message is not uncovered, after selecting all the responses that are deemed appropriate, the candidate should simply proceed to the next section.
   Within the last section of each problem, an "*End of problem*" response may be uncovered. Some problems may end without any indication of a clear outcome or resolution, or in a manner that would not have been anticipated

7. Once a response has been uncovered, it cannot be erased or undone and will be scored. Candidates should **ALWAYS** exercise caution when highlighting selected items. Candidates should uncover as many responses as deemed appropriate.

8. **NEVER** write in the ***Answer Booklet*** with anything other than the latent image pen. One may write in the ***Problem Booklet***.

9. While a number of choices reveal important information, an equal number of choices will reveal irrelevant information. The candidate must be able to identify pertinent information and will earn ***Positive Points*** for making good decisions, while earning ***Negative Points*** for making poor decisions

10. For scoring purposes, choices are weighted according to how appropriate or inappropriate they are at that given time:
    - *"**Clearly Indicated*** "(**MUST** be selected) items are essential to solve the problem. Failure to take such action will cause harm to either the client or the trainer. These items earn the greatest amount of positive points
    - "***Indicated***" (**SHOULD** be selected) items help solve the problem but are not absolutely essential. Failure to take such action poses a threat of harm to either the client or trainer. These items earn fewer positive points
    - "***Neutral***" (does not matter) items have no real consequence. These items earn zero points
    - *"**Contraindicated***" (**SHOULD** not be selected) items are considered improper or inappropriate and may impede resolution of the problem. Such action poses a threat of harm to either the client or the trainer. These items earn fewer negative points
    - *"**Clearly Contraindicated***" (**MUST** not be selected) items will cause significant harm to either the client or the trainer. These items earn the greatest amount of negative points

11. **SCORING**: Scoring is cumulative for **EACH** problem by simply adding together the positive and negative points allocated to each response selected. While the multiple choice portion of the examination accounts for 75% of the overall score (Personal Trainer examination), each written simulation problem contributes 12.5% to the overall score. The overall score needed to pass the ACE Personal Trainer exam is a total of 500 out of 800 points combined between the multiple-choice and written simulation portions