



Frequently Asked Questions

National Master Guardian (NMG) Examination

What should I know about the NMG examination?

The NMG exam includes two sections: multiple choice questions and essay scenarios. You can schedule separate times to take each section.

Multiple Choice Section

The multiple-choice section includes 120 questions. You are expected to select the **most correct** answer from the four available choices. What you might consider to be the best answer may not be among your choices. Be sure you answer the specific question asked, not the question you would like to answer. You have three hours to complete this part.

Essay Section

For the essay section of the exam, you are expected to answer **four out of six essay questions**. You will need to build in some time to read ALL the essays and pick the four that you wish to answer. You can answer the essays in any order. You have three hours to complete this section of the exam.

Each essay question sets out a detailed scenario or fact pattern involving a specific client and situation. The facts are there for a good reason. You will want to consider how all those facts frame your answer. If you need to assume any additional facts, be sure to explain your assumption and why you need to do so.

Each fact pattern will have several specific questions for you to answer. You should provide a detailed description of how you would solve the scenario using your practical experience. You are expected to demonstrate a working knowledge of how to solve a situation, circumstance, or dilemma by explaining how you would achieve the best resolution for the client. Your essay answers should articulate a step-by-step walk-through of your thought process and action(s) you take as an experienced guardian.

The best advice we can share is for you to explain the steps you would take as if the person you are speaking with is a family member or someone new to guardianship. We are not looking for “lists”, but a detailed explanation of your steps. You are NOT expected to cite or quote any Standard; this is not a memorization exercise. Just show that you know how to use them.

How should I prepare for the NMG exam?

There are several actions you can take to prepare for the NMG exam; however, don't limit your studying to only those items suggested below.

- Review the core competencies found on the CGC website at <https://guardianshipcert.org/become-a-master-guardian>. Make sure you are familiar with all of them and can explain to someone else what topics and issues they cover. The practical knowledge of the NMG core competencies you have obtained through actual experience can provide a weighty difference for a high score on the exam. The core competencies tell you the percentage of questions on each of the subtopics that you will find on the multiple-choice questions. Each of the essay questions will cover several core competencies.
- Know what your areas of strength are as relates to the NMG core competencies and focus on those that are not your strengths. Know that NMG's are expected to have a broad base of knowledge.

- Review the NGA Standards of Practice and Ethical Principles found on the NGA website at www.guardianship.org. You should also read the NGA *Fundamentals of Guardianship*, which can be purchased at <https://www.americanbar.org/products/inv/book/433583052/>. These resources are the basis for your answers to both the multiple choice and essay sections of the exam.
- Think about your practical work experience when you have used the Standards of Practice and core competencies in your day-to-day guardianship work.
- Take the time to write an explanation of the steps you took to resolve a recent complex situation involving one of your clients. Time yourself so you can get an idea of how long it will take you to write the answer to an essay question involving a complex situation.
- Interview other professionals such as wealth managers, real estate agents/brokers, fiduciaries, insurance agents, medical practitioners, public benefit specialists, care managers, and others who specialize in areas that may not be as familiar to your regular practice.
- Ask someone who has successfully taken the exam to give you advice on how to study for the exam.
- You want to gain a confident feeling that you have studied enough and have well-rounded, practical experience in guardianship matters so you can write with calm assertion your answers according to your well-honed best practice processes.

What should I know about the NMG exam testing site?

- You should expect a quiet, distraction-free environment at the exam site.
- You should be familiar with the selected test site. Know the address and how long it will take you to get there, double check the time of your appointment, ensure any ADA accommodations you may have previously requested have been met, and review any restrictions on what you can bring into the testing area.
- You should strive to be well rested the night before the exam, arrive early so you have time to check in and get settled.

How are the essays scored?

CGC has a team of experienced guardians, mostly NMGs, who score the essays. Each essay is scored by different professionals for different questions. You should answer each question completely. Each answer must stand alone and not be dependent upon how you answered another question. You may need to repeat steps you already outlined in a previous question as different people score the exam questions.

When will I receive my results?

The results for your multiple choice portion of the exam will be provided within 7-10 business days of your taking the exam. You will receive a phone call from CGC staff notifying you of your results and explaining the scoring process for the essay portion of the exam. After you take the essay portion of the exam, your results will be received by CGC staff, re-formatted for distribution to the evaluators, and distributed to those volunteers. They are given 2-3 weeks to provide their score for your exam questions. Two evaluators read each question and score it. Keep in mind, on some occasions, they must meet to reconcile their scores if there is more than a five point difference, so this may delay your results another 2-3 weeks. It is safe to say that scores are provided within ten (10) weeks of your taking the essay portion of the exam.