Test taking tips Tutorial

Test Taking Tips: Strategies to Maximize Your Exam Success

Test taking tips are essential tools that can help students and professionals alike approach exams with confidence and efficiency. Whether you're preparing for a high-stakes college exam, a professional certification, or a routine quiz, having effective strategies can make a significant difference in your performance. Proper preparation, mindset, and execution are the three pillars of successful test-taking. In this comprehensive guide, we will explore proven techniques and practical advice to help you excel on your next exam.

The Importance of Preparation

Before diving into specific test-taking strategies, it?s crucial to understand that preparation is the foundation of success. Adequate study habits, consistent review, and proper planning set the stage for a smoother test experience.

Create a Study Schedule

- Start early: Avoid cramming by beginning your revision weeks ahead.
- Break down topics: Divide material into manageable sections.
- Set specific goals: Assign daily or weekly targets for coverage.

Organize Your Study Materials

- Collect notes, textbooks, flashcards, and practice exams.
- Use color coding or summaries to enhance retention.
- Prioritize weak areas in your review.

Practice with Past Exams

- Familiarize yourself with the exam format.
- Time yourself to simulate real test conditions.
- Review your answers to identify patterns of mistakes.

Effective Test Day Preparation

The days leading up to your exam are critical. Proper preparation can reduce anxiety and improve focus.

Get Adequate Rest

- Aim for 7-9 hours of sleep.
- Avoid late-night cramming sessions.

Nutrition and Hydration

- Eat a balanced meal before the test.
- Stay hydrated; water boosts concentration.

Gather Necessary Materials

- Bring all required supplies: pencils, pens, calculators, IDs.
- Prepare your test environment if taking online exams.

Plan Your Arrival

- Know the test location and route.
- Arrive early to settle in comfortably.

Test-Taking Strategies During the Exam

Once you are in the exam room, implementing specific strategies can help optimize your performance.

Read Instructions Carefully

- Take a moment to understand what is required.
- Clarify any uncertainties with the instructor if possible.

Manage Your Time Effectively

- Allocate time per section: Divide total exam time by the number of questions.
- Prioritize easier questions: Answer these first to secure quick points.
- Flag difficult questions: Mark them to revisit later.

Answering Multiple Choice Questions

- Read each question thoroughly before looking at options.
- Eliminate obviously wrong answers first.
- Use the process of elimination to narrow choices.
- Guess intelligently if unsure?never leave a question blank if there?s no penalty.

Handling True/False Questions

- Watch for qualifiers like "always," "never," "all," or "none," which can affect correctness.
- Be cautious with statements that contain absolutes; verify their accuracy.

Approaching Short Answer and Essay Questions

- Read the question carefully to understand what is asked.
- Outline your response before writing.
- Stay on topic and answer all parts of the question.
- Manage your time to leave space for review.

Use of Guessing Strategies

- When uncertain, avoid random guesses?use reasoning.
- Look for clues in other questions or your knowledge base.

Common Test-Taking Pitfalls and How to Avoid Them

Understanding common mistakes can help you steer clear of preventable errors.

Overthinking Questions

- Stay focused on what the question asks.
- Avoid second-guessing every answer unless you're unsure.

Leaving Questions Blank

- Remember that most exams do not penalize for guessing.
- Always answer every question, even if you need to make an educated guess.

Rushing Through the Test

- Maintain steady pacing.
- Keep track of time but avoid rushing to prevent careless mistakes.

Ignoring Instructions

- Failing to follow specific directions can cost points.
- Double-check instructions for special requirements.

Post-Exam Review and Reflection

After completing the test, reflect on your performance to improve future strategies.

- Review questions you found challenging.
- Note areas where you lost points.
- Adjust your study plan based on insights gained.

Additional Tips for Success

- Stay Positive: Confidence boosts performance; avoid negative thoughts.
- Practice Relaxation Techniques: Deep breathing or visualization can reduce anxiety.
- Stay Focused: Avoid distractions during the exam.
- Maintain Integrity: Follow all rules and avoid cheating, which can have serious consequences.

Conclusion

Mastering test taking tips involves a combination of preparation, strategic execution, and self-awareness. By creating a solid study plan, managing your time wisely during the exam, and employing effective techniques for answering questions, you can improve your chances of achieving your desired results. Remember, every exam is an opportunity to demonstrate your knowledge and

skills?approach it with confidence, and use these strategies to guide you toward success. With consistent practice and a positive mindset, you will become a more effective and confident test-taker over time.

Test Taking Tips: A Comprehensive Guide to Achieving Academic Success

In the realm of education, exams are often perceived as the ultimate hurdle?an obstacle that measures knowledge, comprehension, and sometimes, even one?s confidence. For many students, test-taking can evoke anxiety, stress, and uncertainty. However, with the right strategies and preparation, students can transform this daunting task into an opportunity to showcase their understanding and skills. This article explores an array of test taking tips that are grounded in educational research, cognitive science, and practical experience, providing learners with a detailed roadmap to optimize their performance.

The Importance of Preparation Before the Test

Preparation is the foundation of successful test-taking. It not only minimizes anxiety but also enhances confidence and cognitive readiness. Here are essential preparation strategies:

1. Establish a Study Schedule

- Start Early: Avoid cramming by beginning your review weeks in advance.
- Create a Timeline: Break down topics into manageable segments, allocating specific days for each.
- Use a Planner: Track your progress to ensure comprehensive coverage and avoid last-minute stress.

2. Use Effective Study Techniques

- Active Recall: Test yourself on key concepts rather than passive rereading.
- Distributed Practice: Spread study sessions over days or weeks rather than cramming.
- Practice Tests: Simulate exam conditions to familiarize yourself with question formats and timing.
- Summarize Material: Write summaries in your own words to reinforce understanding.

3. Organize Your Study Environment

- Choose a quiet, well-lit space free from distractions.

- Gather all necessary materials beforehand.
- Maintain a clutter-free area to promote focus.

Developing Test-Taking Strategies

Once prepared, adopting strategic approaches during the exam can significantly boost performance. Here are key tactics:

1. Time Management During the Exam

- Read the Instructions Carefully: Ensure full understanding before starting.
- Allocate Time Per Section: Divide total time based on the number and complexity of questions.
- Use a Watch or Timer: Keep track without constantly checking your device, if permitted.
- Prioritize Questions: Tackle easier questions first to secure quick points, then return to more challenging items.

2. Question Analysis and Approach

- Read Questions Carefully: Pay attention to keywords like "not," "always," or "best."
- Underline or Highlight: Mark important parts of questions or options for clarity.
- Eliminate Wrong Answers: Narrow choices to improve odds in multiple-choice questions.
- Guess Strategically: Make educated guesses when unsure, especially if there?s no penalty for wrong answers.

3. Managing Test Anxiety

- Deep Breaths: Practice diaphragmatic breathing to calm nerves.
- Positive Self-Talk: Replace negative thoughts with affirmations like ?I am prepared.?
- Pace Yourself: Avoid rushing; maintain steady progress.
- Stay Hydrated and Nourished: Proper nutrition supports cognitive function.

Strategies for Different Types of Test Questions

Different question formats require tailored approaches. Here are specific tips for common types:

1. Multiple-Choice Questions

- Read all options before selecting.
- Watch out for absolutes like ?always? or ?never,? which are often incorrect.
- Look for cues in the question stem that hint at the correct answer.

2. True/False Questions

- Be cautious of statements that contain absolutes; they tend to be false.
- If unsure, mark and return later if possible.
- Consider the context and whether the statement aligns with known facts.

3. Short Answer and Essay Questions

- Plan your response before writing.
- Address all parts of the question.
- Use clear, concise language.
- Support answers with specific examples or evidence.
- Manage your time to leave room for review.

4. Problem-Solving or Calculation Questions

- Show all steps clearly.
- Double-check calculations if time permits.
- Use approximations to verify if your answer makes sense.

Post-Exam Strategies

The process doesn?t end once the test is submitted. Reflecting and learning from each experience enhances future performance.

1. Review Your Performance

- Analyze which questions you answered correctly or incorrectly.
- Identify patterns?are there topics you need to revisit?
- Note timing issues?were certain sections rushed?

2. Gather Feedback

- If possible, review graded exams or receive instructor feedback.
- Understand mistakes to prevent repeating them.

3. Adjust Study Techniques Accordingly

- Incorporate lessons learned into your next preparation cycle.
- Focus on weak areas identified during the exam.

The Psychological Aspects of Test Taking

Success isn?t solely about knowledge; mental resilience plays a crucial role.

1. Building Confidence

- Celebrate small victories during study sessions.
- Visualize success before the exam.
- Practice positive affirmations.

2. Managing Stress

- Incorporate relaxation techniques such as meditation or yoga.
- Ensure adequate sleep in the days leading up to the test.
- Maintain a balanced diet and regular exercise.

3. Developing a Growth Mindset

- View challenges as opportunities to learn.
- Embrace mistakes as part of the learning process.
- Focus on effort and progress rather than just results.

Technological Tools and Resources to Assist Test Takers

In the digital age, numerous resources can supplement your test preparation and execution:

- Flashcard Apps: For active recall and spaced repetition (e.g., Anki, Quizlet).
- Practice Test Platforms: Simulate exam conditions (e.g., Khan Academy, Coursera).

- Note-Taking Software: Organize key concepts for quick review.
- Timer Apps: Manage time effectively during practice and real exams.
- Mindfulness and Relaxation Apps: Reduce exam anxiety.

Conclusion: The Road to Test Success

Mastering test taking tips is a multifaceted process that involves preparation, strategic execution, psychological resilience, and reflection. No single method guarantees success, but a combination of effective study habits, tactical exam approaches, and mental well-being practices can significantly enhance performance. Remember, exams are not just about demonstrating what you know?they are about demonstrating your ability to approach challenges methodically and confidently. By integrating these comprehensive strategies into your routine, you can transform test-taking from a source of anxiety into an opportunity for achievement and personal growth.

Final Advice: Stay consistent, believe in your preparation, and approach each test with a positive mindset. Success in exams is not merely about innate intelligence but also about how well you prepare and manage yourself throughout the process.

QuestionAnswer What are some effective strategies to manage exam anxiety? Practice deep breathing exercises, stay well-prepared, get enough sleep before the exam, and maintain a positive mindset to reduce anxiety and improve focus. How should I organize my time during a test? Start by quickly reviewing the entire exam, allocate time based on question weight, answer easier questions first to secure marks, and leave time at the end for review. What is the best way to approach difficult questions? Skip challenging questions initially, mark them for review, and return to them after completing easier ones to maximize your overall score. Are there specific techniques for multiple-choice questions? Eliminate obviously wrong options first, look for clues within the question, and make your best guess if unsure, especially if there's no penalty for guessing. How can I improve my memory retention for test material? Use active recall, create mnemonics, teach the material to someone else, and space out your study sessions to enhance long-term memory. What should I do if I don?t know the answer to a question? Stay calm, make an educated guess if possible, and move on to return later with a fresh perspective to avoid wasting too much time. How important is reading instructions carefully? Very important?carefully reading instructions ensures you understand what is required, prevents mistakes, and helps you allocate your time effectively. What are some tips for reviewing my answers before submitting? Use the last few minutes to check for errors, verify that all questions are answered, and ensure your responses are clear and complete. How can I stay motivated and confident during a long exam? Take short mental breaks, stay hydrated, focus on your preparation, and remind yourself of your abilities and the effort you've put in.

Related keywords: exam strategies, study tips, test preparation, exam anxiety, time management, multiple choice tips, memory techniques, test anxiety relief, practice tests, effective studying

Microsoft test manager tutorial

Microsoft Test Manager Tutorial: A Comprehensive Guide to Efficient Test Management

In the world of software development, ensuring the quality and reliability of your applications is paramount. Microsoft Test Manager (MTM) is a powerful tool designed to streamline the testing process, enabling teams to plan, execute, and track testing efforts with ease. Whether you're a beginner or looking to enhance your testing workflows, this **Microsoft Test Manager tutorial** will provide you with a step-by-step guide to harnessing MTM's full potential for your projects.

Understanding Microsoft Test Manager

Before diving into the tutorial, it's essential to grasp what Microsoft Test Manager is and how it integrates into the broader Visual Studio ecosystem.

What is Microsoft Test Manager?

Microsoft Test Manager is a test management tool integrated with Visual Studio Team Services (VSTS) and Azure DevOps. It provides an intuitive interface for managing test plans, creating and executing test cases, and tracking testing progress. MTM supports both manual and exploratory testing, making it versatile for various testing scenarios.

Key Features of Microsoft Test Manager

- Test Planning: Create and organize test plans, test suites, and test cases.
- Test Execution: Execute manual tests and record results efficiently.
- Test Tracking: Monitor testing progress and generate detailed reports.
- Exploratory Testing: Conduct ad-hoc testing sessions with session-based testing capabilities.
- Integration: Seamlessly connects with Azure DevOps for continuous testing workflows.

Setting Up Microsoft Test Manager

Getting started with MTM involves installing and configuring the tool for your environment.

Prerequisites

- Visual Studio Enterprise or Professional edition (with test management features).
- Azure DevOps account or TFS (Team Foundation Server) setup.

- Appropriate permissions to access test management features.

Installing Microsoft Test Manager

- Download the Visual Studio Installer from the official Microsoft website.
- Choose the edition that includes testing tools (e.g., Visual Studio Enterprise).
- During installation, select the "Testing Tools" workload to install MTM.
- Complete the installation and launch Visual Studio.
- Connect to your Azure DevOps project or TFS server within Visual Studio.

Creating and Managing Test Plans

A well-structured test plan is the foundation of successful testing. MTM simplifies organizing your testing efforts through test plans and suites.

Creating a Test Plan

- Open Microsoft Test Manager from Visual Studio or the Azure DevOps portal.
- Navigate to the "Test Plans" section.
- Click "New Test Plan" and provide a descriptive name, description, and start/end dates.
- Associate the test plan with a specific build or release if needed.
- Save the test plan to begin adding test cases.

Organizing Test Suites

Test suites help categorize test cases based on features, modules, or testing strategies.

- **Static Test Suites:** Manually organize test cases into logical groups.
- **Requirement-Based Test Suites:** Link test cases to specific requirements or user stories.
- **Query-Based Test Suites:** Dynamically generate test cases based on queries.

Adding Test Cases

- Within your test suite, click "New Test Case" or import existing cases.
- Define the test case steps, expected results, and associated requirements.
- Assign priority, owner, and other metadata to facilitate management.
- Save the test case to include it in your suite.

Executing Tests with Microsoft Test Manager

Once your test cases are organized, the next step is executing tests and recording results.

Manual Test Execution

- Open the test plan and select the test suite to execute.
- Click "Run" on the test case you wish to execute.
- Follow the test steps as documented, marking each step as "Passed" or "Failed."
- If a test fails, record detailed bug information directly from the test runner.
- Complete the test run, and the results will be saved automatically.

Using Action Recording and Data Collection

MTM allows capturing detailed logs and screenshots during test execution, aiding in defect analysis and reproducibility.

Exploratory Testing

For ad-hoc testing, MTM offers session-based testing:

- Schedule a testing session with session details.
- Conduct testing while documenting observations and findings.
- Record bugs and issues discovered during the session.

Tracking and Reporting Testing Progress

Effective test management requires insight into testing status and quality metrics.

Monitoring Test Results

- Navigate to the "Test Results" section in MTM or Azure DevOps.
- Review individual test case outcomes and overall progress.
- Filter results by tester, status, or test plan for detailed analysis.

Generating Reports

MTM provides various built-in reports to visualize testing status:

- Test Results Summary
- Test Case Progress and Trends
- Bugs and Defects Reports

Integrating with Bug Tracking

During testing, bugs can be logged directly from MTM, linked to specific failed test cases, ensuring traceability and quick resolution.

Advanced Tips and Best Practices

Maximize your testing efficiency with these expert tips:

Automate Repetitive Tests

Integrate MTM with automated testing frameworks like MSTest, NUnit, or Selenium to run automated tests alongside manual efforts.

Maintain Test Cases Regularly

Keep your test cases updated with application changes to ensure relevance and accuracy.

Use Tags and Filters

Leverage tags and filters to quickly locate and execute specific test cases based on criteria like priority, feature, or owner.

Collaborate Effectively

Encourage team collaboration by sharing test plans and results, and conducting regular review meetings to discuss testing progress.

Conclusion

Microsoft Test Manager is an essential tool for teams aiming to implement structured and efficient testing workflows. From creating comprehensive test plans and organizing test suites to executing tests and tracking outcomes, MTM provides a centralized platform that enhances test visibility and quality assurance. By following this **Microsoft Test Manager tutorial**, you can streamline your testing process, improve defect detection, and deliver higher-quality software products. Remember to stay updated with the latest features and best practices to maximize your testing success with MTM.

Microsoft Test Manager tutorial: A Comprehensive Guide to Streamlining Your Testing Process

Microsoft Test Manager (MTM) is a powerful tool integrated within the Azure DevOps suite, designed to facilitate efficient test planning, management, and execution. Whether you are a QA professional, a developer, or a project manager, mastering MTM can significantly enhance your testing workflows, improve defect detection rates, and ensure higher quality software releases. This tutorial aims to provide an in-depth overview of Microsoft Test Manager, guiding you through its features, setup, best practices, and real-world applications.

Introduction to Microsoft Test Manager

Microsoft Test Manager is a dedicated testing management environment that helps teams plan, execute, and track testing activities seamlessly. Originally part of Visual Studio Test Professional, MTM is now integrated within Azure DevOps, offering a unified platform for Agile testing, exploratory testing, and manual test case management.

Key Features of Microsoft Test Manager

- Test Planning: Create and organize test plans, test suites, and test cases.
- Test Execution: Run manual tests, record results, and capture screenshots.
- Test Management: Track defects, manage test configurations, and generate reports.
- Integration: Seamlessly connect with Azure DevOps for continuous integration and automated testing workflows.
- Exploratory Testing: Record exploratory sessions with detailed notes and recordings.

Setting Up Microsoft Test Manager

Before diving into testing, proper setup of MTM is essential.

Prerequisites

- A valid Azure DevOps account with appropriate permissions.
- Installed Visual Studio Test Professional or access via Azure DevOps.
- Access to a test environment or lab machines.

Installation and Configuration

- Download and Install: Download Microsoft Test Manager from the Visual Studio downloads page or via Azure DevOps.
- Connect to Azure DevOps: Launch MTM and connect it to your Azure DevOps project by signing in with your credentials.
- Configure Test Environments: Set up test machines, configurations, and network environments to align with your testing needs.

Tips for Effective Setup

- Organize your test plans hierarchically for easier management.
- Maintain a clear mapping between test environments and real-world configurations.
- Regularly update test artifacts to ensure they reflect current application versions.

Creating and Managing Test Plans

Test planning is the foundation of effective testing.

Creating a Test Plan

- In MTM, navigate to the "Test Plans" section.
- Click "New Test Plan" and provide a descriptive name, start/end dates, and any relevant details.
- Assign ownership and stakeholders.

Organizing Test Suites

- Static Test Suites: Manually added test cases grouped logically.
- Requirement-based Suites: Linked to user stories or requirements for traceability.
- Query-based Suites: Dynamic grouping based on queries.

Best Practices

- Break down large test plans into smaller, manageable suites.
- Link test cases to user stories or bugs for better traceability.
- Regularly review and update test plans to reflect current project scope.

Designing and Managing Test Cases

Creating effective test cases is critical to uncovering defects early.

Writing Test Cases

- Clear, concise steps with expected results.
- Use descriptive titles and tags for easy filtering.
- Include preconditions and postconditions.

Reusing Test Cases

- Modularize test steps for reuse across different test cases.
- Attach relevant documentation, screenshots, or scripts.

Organizing Test Cases

- Group related test cases into shared test suites.
- Use labels and tags for categorization.

Tips for Effective Test Cases

- Prioritize test cases based on risk and impact.
- Keep test cases up-to-date with application changes.
- Incorporate exploratory testing notes within test cases or as separate sessions.

Test Execution and Result Recording

Executing tests efficiently and accurately recording results is vital.

Running Manual Tests

- Select a test case from your test suite.
- Follow each step, observing the actual behavior.
- Record outcomes: Passed, Failed, Blocked, or Not Applicable.
- Capture screenshots or record videos if needed.

Recording Defects

- Link defects directly to failed test cases.
- Provide detailed descriptions, steps to reproduce, and severity.
- Attach logs or screenshots to aid debugging.

Managing Test Runs

- Use test configurations to run multiple test cases under different environments.
- Schedule and assign test runs to team members.
- Monitor real-time progress and results.

Pros and Cons of Test Execution Features

Pros:

- Streamlined process for manual testing.
- Rich media capture for detailed documentation.
- Easy defect linkage and traceability.

Cons:

- Manual process can be time-consuming for large test suites.
- Limited automation capabilities within MTM itself.

Integrating Automated Testing with Microsoft Test Manager

While MTM excels at manual testing, integration with automated testing frameworks enhances overall efficiency.

Integration with Visual Studio Test Automation

- Use Visual Studio Test tools to develop automated test scripts.
- Link automated tests to test cases in MTM.
- Run automated tests as part of continuous integration pipelines.

Benefits of Integration

- Reduces manual effort.
- Ensures consistency between manual and automated testing.
- Facilitates comprehensive test coverage.

Limitations

- Setup can be complex for beginners.
- Requires scripting knowledge for automation.

Reporting and Tracking

Effective reporting provides insights into testing progress and quality metrics.

Built-in Reports

- Test Run Summary
- Test Results Trend
- Defect Status and Age
- Requirements Traceability Matrix

Custom Reports

- Use Azure DevOps Analytics or Power BI for tailored dashboards.
- Export data for external analysis.

Best Practices

- Regularly review reports to identify bottlenecks.
- Use metrics to prioritize testing efforts.
- Maintain up-to-date dashboards for stakeholder visibility.

Best Practices for Using Microsoft Test Manager

- Plan Early: Incorporate testing early in the development lifecycle.
- Maintain Test Artifacts: Keep test cases and plans updated with application changes.
- Leverage Linkages: Connect requirements, test cases, defects, and build versions.

- Automate Where Possible: Use automation to handle repetitive and regression testing.
- Collaborate: Engage team members through shared test plans and results.
- Review Regularly: Conduct test reviews and retrospectives for continuous improvement.

Common Challenges and How to Overcome Them

Challenge: Managing Large Test Suites

Solution: Break down into smaller, manageable suites; use query-based suites for dynamic grouping.

Challenge: Keeping Test Cases Up-to-date

Solution: Establish a review cycle aligned with development sprints; assign ownership.

Challenge: Integration Complexity

Solution: Invest in automation and continuous integration pipelines; use documentation and training.

Challenge: Limited Automation within MTM

Solution: Use external automation tools integrated with Azure DevOps, such as Selenium or Coded UI.

Conclusion

Microsoft Test Manager is a robust tool that, when used effectively, can significantly boost your testing efficiency, coverage, and traceability. Its comprehensive features for test planning, execution, defect management, and reporting make it indispensable for teams adopting Agile and DevOps practices. While there are challenges, especially around automation and managing large test repositories, with proper setup, training, and best practices, MTM can become a cornerstone of your software quality assurance process.

By following this tutorial, you should now have a clear understanding of how to leverage Microsoft Test Manager to streamline your testing operations, improve collaboration, and ultimately deliver higher quality software to your users. Remember, continuous learning and adaptation are key to maximizing the benefits of MTM in your projects.

QuestionAnswer What are the main features of Microsoft Test Manager (MTM)? Microsoft Test Manager (MTM) provides features such as test planning, manual test execution, test case management, bug tracking integration, and collaboration tools to streamline the testing process

within Visual Studio and Azure DevOps. How do I create and organize test plans in Microsoft Test Manager? In MTM, you can create test plans by navigating to the 'Test Plans' hub, clicking 'New Test Plan,' and defining its name and details. You can then add test suites and test cases to organize tests based on requirements, features, or test types for better management. Can I automate tests using Microsoft Test Manager, and how is it integrated with other tools? While MTM primarily supports manual testing, it integrates seamlessly with Visual Studio and Azure DevOps, enabling automation through test scripts and frameworks like MSTest, Selenium, or CodedUI. Automated tests can be linked to test cases for comprehensive test management. What are the best practices for using Microsoft Test Manager effectively? Best practices include maintaining detailed and reusable test cases, organizing tests into logical suites, utilizing shared steps for common actions, integrating with bug tracking, and regularly updating test plans based on project changes to ensure thorough testing coverage. Is Microsoft Test Manager suitable for Agile development environments? Yes, MTM is well-suited for Agile teams as it supports iterative testing, easy integration with Azure DevOps Agile tools, and flexible test planning, allowing teams to adapt testing activities to sprint cycles and continuous delivery workflows.

Related keywords: Microsoft Test Manager, TFS testing, test planning, test case management, automated testing, test execution, bug tracking, test lab management, test reporting, test automation tools

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