

TEST TAKING TIPS

Studying for the Test

1. Have a regular time and place to study. Stay away from the distractions of cell phones, instant messaging, siblings, or other distractions. Force yourself to stay on task for a specified period of time, such as 50 minutes, and then allow yourself a 10 minute break.
2. Organize your classroom notes, textbooks, handouts, and previous tests before you begin to study.
3. Begin studying well in advance of the test. It works much better to study moderately over several days than to just study a lot the night before the test.
4. As you review course material, take notes on the main points and details that you may need to know for the test. The process of writing things down helps you retain them for later.
5. Review your textbook by first reading chapter headings, scanning graphics, and reviewing end of chapter summaries and vocabulary words. Then re-read the chapter.
6. Make note cards of important concepts and facts. Then test yourself with them or have someone else quiz you.
7. Write down the type of essay questions you anticipate the teacher may ask, and then write answers to them.
8. Make flash cards of key vocabulary words or facts.
9. Recite the important course information aloud.
10. Over-study. Once you think that you have learned the material, spend another hour or two reviewing yet again.

Before the Test

1. Get a good night's sleep before the test and get up on time, so you won't feel rushed.
2. Eat breakfast, but do not eat a large or heavy breakfast.
3. Come to the test prepared with pencils and other materials you may need.
4. Get to the classroom early, so that you can spend a few minutes giving your notes a quick review. Such last minute "relaxed cramming" is often helpful, especially if you have prepared well ahead of time.

Test Taking

1. It is a good thing to feel slightly nervous as you begin the test, but a great deal of anxiety will interfere with your memory. If you need to relax, take three slow deep breaths.
2. First, quickly scan the entire test to see the type of questions used and the length of the test. Because you are well prepared, think positive thoughts such as, "I know this stuff and will do well." If you see a test question that is especially difficult, remind yourself, "I don't have to be perfect."
3. Then begin to take the test. Read each questions carefully, and begin working at a steady pace.
4. Ignore those around you, especially those who seem to be working more quickly than you.
5. First answer those questions that you are sure about and make a mark at those to which you will return later.
6. With multiple choice test items:
 - Try to predict the answer before reading the choices.
 - Read each choice and eliminate obviously incorrect answers.
 - Check periodically to make sure that that the answer sheet number corresponds with the question.
7. With essay questions:
 - Look for key words in the question to guide your answer.
 - Make a brief outline in your mind or on paper of what you are going to write.
 - To begin your answer, first restate the problem or question in a topic sentence.
 - Keep your answer focused and do not wander off task.
 - Be sure to finish with a conclusion or clincher statement.
8. After you finish the test, go back and check your answers. Remember, that your first impulse is often your best guess, so only change those items of which you are certain.