

TEST TAKING TIPS



Before the Test

Throughout the semester:

- Design a time chart commitment
- Study in 2-3 hour blocks with 10-15 minute breaks
- Eliminate distractions (phone, TV, children)
- Figure out optimal study environments
- Get a study buddy or form a study group
- Develop outlines, summaries, and maps for each chapter or unit
- Organize information in various ways
- Create flashcards
- Recite material out loud
- Use mnemonics for memorization (initials, buzz words, catch phrases)

Week of the test:

- Study previous quizzes and tests
- Review lecture notes, textbook, labs and make maps or charts
- Turn text headings and table of contents sections into questions
- Anticipate test questions (see Bloom's Taxonomy) and write out answers
- Get a good night's rest

Day of the test:

- Eat a healthy breakfast
- Review one final time
- Arrive early with necessary materials
- Avoid talking with anyone about the test
- Use visualization techniques and positive thinking

During the Test

- Read directions carefully
- Look over entire test
- Answer easy questions or sections first
- Make educated guesses on items you are unsure about
- Mark on answer sheet questions you skip and will come back to
- Answer ALL questions
- Work at a fairly rapid pace
- Use knowledge of absolutes and qualifiers
- Read the question and anticipate the answer before looking at the options
- Look at all choices and eliminate incorrect responses
- When in doubt, choose the middle or the most inclusive answer
- Look for clues throughout the test
- Avoid changing answers (first choice is usually correct)
- Use all time available
- Review entire test as well as answer sheet

After the Test

- Look up answers to incorrect questions and make notes for future exams
- Analyze why mistakes were made
- Get together with other students to review successful strategies