



STEPS TO BETTER TEST TAKING

- ❖ **Analyze how you did on a similar test in the past.**
 - Review your previous tests and sample tests provided by your teacher.
 - Each test you take prepares you for the next one!
- ❖ **Decide on and adopt study strategies that work best for you.**
 - Review where you succeed and where you are challenged.
 - Go to a trusted professor for advice.

- ❖ **Read directions carefully!**
 - Avoid careless errors.
 - Underline key words & phrases
- ❖ **Test Preview and Memory Dump.**
 - First, on the scratch paper provided for the test, write down everything you want to remember for this test (rules, formulas, etc). (It will be helpful to let your instructor know that you will be doing this so that your memory sheet is not considered a cheat sheet.)
 - Read through the entire test once. Do this with your pencil down.
 - Now write down what you need to remember after reading the test.

- ❖ **Plan your time.**
 - Set up a time schedule for yourself. Leave time at the end to review test.
 - **Answer questions in a strategic order:**
 - Easy questions first to build confidence.
 - Then those with the most point value.
 - On objective tests, eliminate obvious incorrect answers.
 - On essay tests, broadly outline your answer and sequence of points.
- ❖ **Difficult questions.**
 - Circle or note the difficult questions; especially if you are using an answer sheet.
 - Skip the difficult questions and complete the easy questions first.
 - Go back and do as many of the difficult questions as you can the second time through.
 - Still stuck? Try rewriting the question as this may trigger your memory.

- ❖ **When to Guess.**
 - With multiple-choice questions, guessing is okay if you can eliminate the obvious incorrect choices.
 - For true/false questions, you have a fifty percent chance of getting the right answer.
 - There is nothing to lose for free-response questions. Showing some part of the answer is better than showing nothing.
- ❖ **Review the entire test.**
 - You've got time – use it to review and catch simple errors.
 - Your first instinct is usually right so don't change answers unless you are sure. Don't second guess yourself.
 - **Change answers to questions if you erred, or misread the question!**
You may also find information in the test that will correct a previous answer.



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❖ **Use all the test time.**

- Leaving a test early is not a good signal to the instructor.
- Resist the urge to leave when you complete the exam--check if you have answered all the questions, and not made any errors or mismarked any answers.

❖ **Prevent anxiety attacks.**

- A bit of anxiety can enhance your performance if you have a good grasp of the material being tested. However, anxiety will decrease your performance if you are not fully prepared for the test.
- Try some relaxation techniques if you are unduly stressed: close your eyes for a few minutes and picture yourself in a pleasant place and calm your breathing; hold onto the bottom of your chair and squeeze tightly for a few seconds, release and relax your body; go back to a problem that you solved correctly and talk positively to yourself about what you did to solve this problem.
- **Arrive early for tests.**
 - List what you need beforehand to avoid panic.
 - Good preparation prepares you for the task at hand.
- **Be comfortable but alert.**
 - Choose a comfortable location with space enough that you need.
 - Don't slouch; maintain good posture.
- **Stay relaxed and confident.**
 - Keep a good attitude and remind yourself that you are going to do your best.
 - If you find yourself panicking, take a few deep breaths.
 - Don't talk to other students right before: stress can be contagious.