

Test Preparation Tips

- ✓ Preparation for your first test should begin after the first day of class; this includes studying, completing homework assignments and reviewing study materials on a regular basis.
- ✓ Budget your time, make sure you have sufficient time to study so that you are well prepared for the test.
- ✓ Go to review sessions, pay attention to hints that the instructor may give about the test. Take notes and ask questions about items you may be confused about.
- ✓ Ask the instructor to specify the areas that will be emphasized on the test.
- ✓ Make sure you go to the class right before the test; it's another prime time for the instructor to give out more hints or the format of the test.
- ✓ Go over any material from practice tests, HW's, sample problems, review material, the textbook, class notes...
- ✓ Eat before a test. Having food in your stomach will give you energy and help you focus but avoid heavy foods which can make you groggy.
- ✓ Don't try to pull an all nighter. Get at least 3 hours of sleep before the test.
- ✓ Put the main ideas/information/formulas onto a sheet that can be quickly reviewed many times, this makes it easier to retain the key concepts that will be on the test.
- ✓ Try to show up at least 5 minutes before the test will start.
- ✓ Set your alarm and have a backup alarm set as well.
- ✓ Go to the bathroom before walking into the exam room. You don't want to waste anytime worrying about your bodily needs during the test.

Multiple Choice Test Taking Tips

Tips on answering multiple choice questions

- ✓ Read the question before you look at the answer.
- ✓ Come up with the answer in your head before looking at the possible answers, this way the choices given on the test won't throw you off or trick you.
- ✓ Eliminate answers you know aren't right.
- ✓ Read all the choices before choosing your answer.
- ✓ If there is no guessing penalty, always take an educated guess and select an answer.

- ✓ Don't keep on changing your answer, usually your first choice is the right one, unless you misread the question.
- ✓ In "All of the above" and "None of the above" choices, if you are certain one of the statements is true don't choose "None of the above" or one of the statements are false don't choose "All of the above".
- ✓ In a question with an "All of the above" choice, if you see that at least two correct statements, then "All of the above" is probably the answer.
- ✓ A positive choice is more likely to be true than a negative one.
- ✓ Usually the correct answer is the choice with the most information.

Essay Test Tips-Help

- ✓ Read the directions carefully. Pay close attention to whether you are supposed to answer all the essays or only a specified amount (i.e. "Answer 2 out of the 3 questions).
- ✓ Make sure that you understand what the question is asking you. If you're not, ask your instructor.
- ✓ Make sure that you write down everything that is asked of you and more. The more details and facts that you write down, the higher your grade is going to be.
- ✓ Budget your time, don't spend the entire test time on one essay.
- ✓ If the question is asking for facts, don't give your personal opinion on the topic.
- ✓ When writing your essay, try to be as neat as possible, neater papers usually receive higher marks.
- ✓ Make an outline before writing your essay. This way your essay will be more organized and fluid. If you happen to run out of time, most instructors will give you partial credit for the ideas that you have outlined.
- ✓ Don't write long introductions and conclusions, the bulk of your time should be spent on answering the question(s) asked.
- ✓ Focus on one main idea per a paragraph.
- ✓ If you have time left at the end, proofread your work and correct any errors.
- ✓ Budget your time. If you have an hour to write 3 essays, spend no more than 20 minutes on each essay, then if you have time left over at the end go back and finish any incomplete essays.
- ✓ If you aren't sure about an exact date or number, use approximations i.e. "Approximately 5000" or "In the late 17th century."
- ✓ If you make a mistake, simply draw a line through it, it is much neater and quicker than erasing it.

True-False Test Tips-Help

- ✓ Usually there are more true answers than false on most tests.
- ✓ If there is no guessing penalty, then guess. You have a 50% chance of getting the right answer.
- ✓ Read through each statement carefully, and pay attention to the qualifiers and keywords.
- ✓ Qualifiers like "never, always, and every mean that the statement must be true all of the time. Usually these types of qualifiers lead to a false answer.
- ✓ Qualifiers like "usually, sometimes, and generally" mean that if the statement can be considered true or false depending on the circumstances. Usually these types of qualifiers lead to an answer of true.
- ✓ If any part of the question is false, then the entire statement is false but just because part of a statement is true doesn't necessarily make the entire statement true.

Oral Test Tips-Help

- ✓ Confirm the time and place of the test with your teacher.
- ✓ Find out what topics you'll be tested on and if you are allowed to bring any props, visual aids, and how you should dress.
- ✓ Be sure to prepare for the oral exam as you would any other exam.
- ✓ Anticipate questions that may be on the exam. Prepare answers for the questions and then ask/answer questions that you think might be asked with another person, preferably with someone in your class who knows the material.
- ✓ Practice talking in front of a mirror so that you can evaluate your body language and/or record your answers on audio tape and play it back to see how you sound or on a video tape to see how you sound and your composure.
- ✓ If you are using the computer or other equipment for your exam, test it out several times and make sure everything is the way you want it to be.
- ✓ Show up at least five minutes early so that you can gather your thoughts and not feel rushed. Being late can have an adverse affect on your grade.
- ✓ Turn off your cell phone before taking the exam.
- ✓ Dress accordingly.
- ✓ Maintain good eye contact and posture. Don't slouch if you're sitting or lean if you're standing.
- ✓ Pay close attention to the questions asked. If you don't understand the question ask for clarification or ask your instructor to repeat the question.
- ✓ Speak in complete sentences. Try not to give one or two word answers whenever possible.

- ✓ Be sure to thank the instructor for his/her time when you are finished with the test.

Short Answer Test Tips-Help

- ✓ Use flashcards, writing the key terms, dates and concepts on the front and the definition, event, and explanations on the back.
- ✓ Try to anticipate questions that will be asked on the test and prepare for them. Usually what your instructor emphasizes in class will be on the test.
- ✓ Try not to leave an answer blank. Show your work/write down your thoughts, even if you don't get the exact answer, partial credit is usually awarded.
- ✓ If you don't know the answer, come back to it after you finish the rest of the test and make an educated guess. Other parts of the test may give you clues to what the answer may be.
- ✓ If you can think of more than one answer for a question, ask the instructor what to do.
- ✓ Read the question carefully and make sure that you answer everything that it asks for. Some short answer questions have multiple parts.

Quantitative-Math Test Taking Tips

- ✓ Repetition is important in math. You learn how to solve problems by doing them so keep on practice problems but don't do it blindly. Make sure you learn how to recognize when/why you should use a specific method to solve a problem.
- ✓ Work on practice problems for each topic ranging in levels of difficulty.
- ✓ When practicing, try to solve the problem on your own first then look at the answer or seek help if you are having trouble.
- ✓ Mix up the order of the questions from various topics when you are reviewing so you'll learn when to use a specific method/formula.
- ✓ Make up a sheet with all the formulas you need to know and memorize all the formulas on the sheet.
- ✓ When you get your exam, write down all the key formulas on the margin of your paper so if you forget them when you're in the middle of the test you can look back at the formula.
- ✓ Read the directions carefully and don't forget to answer all parts of the question.
- ✓ Make estimates for your answers... i.e. if you are asked to answer $48 \times 12 = ?$, you could expect a number around 500, but if you end up with an answer around 5000, you'll know you did something wrong.
- ✓ Show all your work (especially when partial credit is awarded) and write as legibly as possible.

- ✓ Even if you know the final answer is wrong, don't erase your entire work because you may get partial credit for using the correct procedure.
- ✓ Check over your test after you are done with it. If you have time, redo the problem on a separate piece of paper and see if you come up with the same answer the second time around. Look for careless mistakes such as making sure the decimal is in the right place, that you read the directions correctly, that you copied the numbers correctly, that you put a negative sign if it is needed, that your arithmetic is correct and so on.

Open Book Test Taking Tips

- ✓ Spend an equal or greater amount of time preparing as you would for a normal test. The open book test will most likely be harder than if it were a closed book exam.
- ✓ Familiarize yourself with the book and relevant materials.
- ✓ If it's allowed, write down all the important formulas and key information on a separate sheet so you don't have to search through your book for it.
- ✓ Focus on learning the main ideas and get a feel for where they are located in the book, learn the details later if there's still time.
- ✓ Highlight important points, use post-it notes, bookmarks and make notes in your book, if it is allowed.
- ✓ Bring all the resources that your professor or teacher allows.
- ✓ Answer the easy questions that you know off the top of your head first, then go back and answer the questions where you need to reference your book.
- ✓ Use quotations from the book to support your view, but don't over-quote, be sure to give your own insight and commentary.

Test Taking Tips

- ✓ Bring at least two pens/pencils with good erasers, a calculator with enough batteries and any other resources that your instructor allows you to.
- ✓ Bring a watch to the test with you so that you can better pace yourself.
- ✓ Keep a positive attitude throughout the whole test and try to stay relaxed. If you start to feel nervous take a few deep breaths to relax.
- ✓ Keep your eyes on your own paper, you don't want to appear to be cheating and cause unnecessary trouble for yourself.
- ✓ When you first receive your test, do a quick survey of the entire test so that you know how to efficiently budget your time.

- ✓ Do the easiest problems first. Don't stay on a problem that you are stuck on especially when time is a factor.
- ✓ Do the problems that have the greatest point values first.
- ✓ Don't rush but pace yourself. Read the entire question and look for keywords.
- ✓ Ask the instructor for clarification if you don't understand what they are asking for on the test.
- ✓ Write legibly. If the grader can't read what you wrote, they'll most likely mark it wrong.
- ✓ Always read the whole question carefully. Don't make assumptions about what the question might be.
- ✓ If you don't know an answer, skip it. Go on with the rest of the test and come back to it later. Other parts of the test may have some information that will help you out with that question.
- ✓ Don't worry if others finish before you. Focus on the test in front of you.
- ✓ If you have time left when you are finished, look over your test. Make sure that you have answered all the questions, only change an answer if you misread or misinterpreted the question because the first answer that you put is usually the correct one. Watch out for careless mistakes and proofread your essay and/or short answer questions.
- ✓ Double check to make sure that you put your first and last name on the test.

Post Test Tips

- ✓ When you get your test back look it over and make sure that there are no grading mistakes.
- ✓ Look over the test and make sure that you understand your mistakes. If you don't know the answer to a question, look it up, ask a classmate or ask the teacher.
- ✓ If the teacher reviews the test in class, be sure to take notes on what the teacher wanted for an answer on the questions/problems that you got wrong.
- ✓ If you aren't satisfied with your grade, go to your instructor and see if there's a make-up exam or any extra credit you can do.
- ✓ Save the test as study material for future cumulative tests.