Test Preparation

- Test preparation occurs both inside and outside the classroom and should begin the first day of class (Don’t wait until the day before a test to study!!!)

- Doing the assigned readings before class allows you to better understand the lectures and to participate in class discussions.

- Take thorough notes and highlight important information.
Test Preparation

- Use your textbook and notes to create review sheets or note cards with important information, concepts, definitions, formulas, etc.
- Budget your time so you have sufficient time to review your study materials on a regular basis.
- Attend review sessions (if offered) and/or visit with your instructor during office hours for additional help.
Test Day Preparation

- Study your review materials including practice exams, homework assignments, sample problems, textbooks and class notes
- Eat a nutritious meal before an exam to provide energy to help you focus – avoid heavy foods which make you groggy
- Get plenty of sleep – if you have been studying regularly you will not need to stay up late or to pull an “all nighter”
- Show up early for the exam so you can spend a few minutes getting relaxed and focused
- If you have been studying regularly you will not need to stay up late or to pull an “all nighter”
- Study your review materials including practice exams,
Bring 2 pens/pencils, an eraser, a calculator and other resources that are allowed (dictionary, formula sheet, etc.)

If you get stuck on a question don't waste time, simply move on and come back to it at the end if time remains.

Keep a positive attitude and try to stay relaxed.

When you receive your exam, do a quick scan so you know how to budget your time efficiently.

Do the highest point value items first, followed by the easier items.

If you get stuck on a question don't waste time, simply move on and come back to it at the end if time remains.

Test Taking Tips
Test Taking Tips (cont.)

- Focus on your own exam – do not worry if others finish first. You are graded on accuracy, not speed.
- Don’t be afraid to ask for clarification if you do not understand an exam question.
- Read each question completely and make sure you understand what is being asked.
- Don’t rush through a test. Pace yourself, don’t spread your time over the test.
- Write essay and short answer responses legibly and erasably when necessary.
- Do not worry if others finish first. You are graded on accuracy, not speed.

Test Taking Tips (cont.)
Use ALL of the allotted time for the exam

DO NOT turn in an exam without doing the following:

- Check to make sure you put your name on the exam
- Make sure you answered all of the questions
- Look for careless mistakes – now is the time to correct them
- Only change an answer if you misread or misinterpreted a question – do not second guess yourself, your first “gut” response is usually the correct one
- Proofread essay and short answer responses
- Check to make sure you put your name on the exam

Test Taking Tips (cont.)
Types of Exams

- Multiple Choice
- True-False
- Short Answer
- Essay
- Open Book/Open Notes
Multiple Choice Test Tips

• When in doubt, make your best educated guess and select that answer.
• First response is usually correct.
• Don’t keep changing an answer or second guess yourself, your initial response is usually correct.
• When in doubt, make your best educated guess and select that answer.
• In 2 (50%) or 1 (50%) choices, increasing the odds to 1 in 3 (33%) or 1 in 2 (50%), eliminates answers that you know are not correct.
• Read all of the choices before selecting the correct answer.
• Read the question and think of your answer before looking at the choices.

Multiple Choice Test Tips
True-False Test Tips

- If any part of a question is false than the entire statement is false.
- Conversely, just because part of a question is true isn’t necessarily make the entire statement true.
- Qualifiers such as “never, always, every and none” mean that the statement must be true all of the time. Usually these qualifiers lead to a false answer.
- Qualifiers like “usually, sometimes and generally” mean that the statement(s) can be true depending on the circumstances. These qualifiers tend to lead to an answer of true.
- Qualifiers like “usually, sometimes and generally” mean that the statement must be true all of the time. Usually these qualifiers lead.
- With only 2 choices, you already have a 50% chance of selecting the correct answer, make an educated guess if you are unsure.
- Read each statement carefully and look for keywords and qualifiers.
Short Answer Test Tips

- Use flashcards as study aids – write key terms, dates and topics on the front and definitions, events and explanations on the back.
- Pay close attention to what the instructor emphasizes in class.
- Try to anticipate open-ended questions based on course lectures/notes.
- Read every question carefully and make sure to address everything that is asked.
- Never leave a question blank – write down thoughts, ideas, definitions, and key concepts related to the question.  Even if you don’t have the exact answer you may receive partial credit.
- Scan other exam questions as they may contain clues or information that you can use in your answer.
- Thorough notes and front and definitions, events and explanations on the back.
Essay Test Tips

- Read the directions carefully and pay attention to whether you have to answer all the essays or only a specified number.
- Make sure you understand what the question is asking and, if not, get clarification from your instructor.
- Adequately address the essay by providing as many details and facts as possible.
- Budget your time so you can thoroughly address each required essay.
- Write legibly and as neatly as possible.
- If the essay is asking for facts, do not provide personal opinions.
- Make an outline before writing the essay so your thoughts will be more organized and your essay will be more fluid.
- Always proofread and edit your essays.
- Stay focused and stay on topic.
- Make an outline before writing the essay so your thoughts will be more fluid.
- Adequately address the essay by providing as many details and facts as possible.
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- If the essay is asking for facts, do not provide personal opinions.
- Budget your time so you can thoroughly address each required essay.
- Make an outline before writing the essay so your thoughts will be more fluid.
- Always proofread and edit your essays.
- Stay focused and stay on topic.

Essay Test Tips
Open Book/Notes Tips

- Open book/note exams tend to be more difficult
- Familiarize yourself with the chapter sections and organize your notes and study materials so they are easy to scan
- If allowed, create a separate sheet with formulas and/or key facts that will be easier to search than paging through your book
- Focus on the main topics and understand where to locate them
- Use highlighters, post-it notes, and/or bookmarks to identify important information
- Bring all of the resources that may be allowed such as textbook, notes, calculator, formula sheet, dictionary, thesaurus, etc.
- Answer the easy questions first and then answer the more difficult question where you may need to reference your book or notes
Post Test Tips

- Look over your returned exam and review your mistakes.
- If you are unsure of the correct answer, look it up or ask the instructor.
- If you are allowed to keep the exam, use it as a study guide.
- Similar questions may appear on the final exam if the instructor reviews the test in class.
- Take notes on what the instructor expected as the correct response since similar questions may appear on the final exam.
- If you are not sure of the correct answer, look it up or ask the instructor.

For cumulative midterms or finals:

- Look over your returned exam and review your mistakes.