

# Test Taking Tips

Simple things YOU can do to be better prepared & reduce test anxiety.

## 1. BEFORE THE TEST

- Prepare for the exam by studying in segments several days in advance
- Form a study group
- Take a practice test
- Prepare your body, including your brain, with adequate sleep, fluids, and nutritious food
- STOP negative self-talk and replace with positive statements of confidence
- Expect to see some challenging problems
- Arrive early *Seriously. No more snooze!*
- Select your location - If you have focusing problems locate yourself in the back corner
- Review the material at your seat, particularly formulas, statistics or facts
- Take a deep breath before you begin
- Plan to be the last student to finish

*You can do this!*

2.

## DURING THE TEST

- Before you start, use the margins to make notes and write down any memorized data
- Scan the entire test quickly and note the point values of questions
- Read carefully. Place your finger under each word if you catch yourself making errors
- Underline or highlight important information in the question
- Mark and leave difficult questions to the end
- Pace yourself according to the questions and point values
- Avoid looking at the clock as you progress through the test
- Stay focused. Train your brain to maintain concentration while answering a question
- Periodically, look up, clear your head and breathe between questions
- Use relaxation techniques and/or visualization if you sense your anxiety level increasing
- Review the test before you turn it in
- Use all the time allotted

*Monika Lisa  
L. 11/02  
Leo D.V.*

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## AFTER THE TEST

- Analyze the questions and your responses on the scored exam
- Correct your errors
- Discuss any questions with the instructor



*Make sure the bubbles are all filled in!*

Go celebrate! You Rock!

# HOW TO APPROACH EXAM QUESTIONS

## True/False Questions

- Read each word in the statement carefully.
- Statements with words such as *all*, *always*, *never*, *every*, and *none* are likely to be false.
- Statements with words such as *usually*, *often*, *generally*, *sometimes*, *probably*, *most* and *many* are likely to be true.
- When a statement contains a double negative, cross out both negatives and then determine if the statement is true or false.

## Matching Questions

- Scan both lists and determine if there is an equal amount of items in each list.
- Note in the directions whether items can be used more than once.
- Focus on one column and look for a match.
- If an item can only be used once, cross it off the list when it is used.

## Multiple-Choice Questions

- Read the question and determine if you know the answer before reading the options.
- Read all possible options before you answer.
- Determine if multiple options is an answer (e.g., A & B, all of the above).
- Read the question with the option selected.
- Cross out the choices you know are incorrect.
- If you need to guess:
  - Answers with words such as *generally*, *probably*, *sometimes*, and *usually* are often correct.
  - The most complete and longest answer is often correct.
  - If two options are similar or opposite, one of them is probably correct.

## Completion Questions

- Determine the type (e.g., noun, verb, adjective) of word that fits in the sentence.
- If more than one answer comes to mind, write them down and try them in the sentence.
- Read the sentence and look for a logical and grammatically correct fit.

## Essay Questions

- Read the question carefully and underline any important points.
- Identify the questions and isolate the response prompt.
- Brainstorm your response by jotting down key words and ideas.
- Make a simple outline if you have time.
- Organize your thoughts with an introduction, supporting thoughts and a brief summary.
- If you run out of time, list the important points. You might get partial credit.
- Proofread your answer for clarity, spelling, and grammatical errors.
- Check one last time to be sure you answered ALL parts of the question.

## Math and Science Questions

- Write down the formulas, equations, etc. at the top of your test before you begin.
- Scan the problem and try to estimate the answer.
- Draw a picture or diagram.
- Complete the problems you know first and leave difficult questions to the end.
- Show your work so your instructor can see your thought process and possibly receive partial credit.
- Evaluate your answer to determine if it is reasonable.

## Open Book Tests

- Don't assume that you won't have to study just because the book is available. You will likely have to APPLY the material, not just search for glossary terms. Prepare by being familiar with the information and organization of the textbook.
- Bookmark specific information.
- If permitted, highlight important information in your notes and prepare a one page quick-reference information sheet.