I Need Help With... Test Taking

Quick Tips

BEFORE THE TEST

• When you know when your test is scheduled, start getting your notes organized. Pull together any class handouts, practice exams, PowerPoint slides, and notes from your readings and in-class lectures.
• Stick to a schedule of studying so you do not have cram the night before the test.
• Use the weeks leading up to the test to go to your professor’s office hours to fill in any blanks you may discover as you review your notes.
• The day of the test, make sure you wake up early enough to get to the test room on time. Make sure you have eaten a good breakfast and are dressed appropriately for the room you will be testing in.

THE TEST

• Once you get the test, write down any equations, mnemonics, or helpful hints. Read the directions carefully and flip through the pages to examine what each part of the test is asking. Note what sections will take the most time and what looks to be the most difficult.
• Depending on the format of the test, use different strategies to be successful:
  • **Multiple Choice:** Read the entire question before you try to select an answer. It is helpful to try and think of the right answer before you read over the possible choices. Always cross out answers you know are not correct.
  • **Short Answer:** Never leave an answer blank even if it means you just write your thoughts in the blank because potential credit is better than no credit. If you can not remember an answer, move onto another question for a short time. Another portion might help jog your memory. Remember to answer all parts of the question.
  • **Essay Questions:** Read the directions carefully and make sure to answer every part of the questions. Make an outline of your answer before you start writing.
• Review all of your answers and read through your essays before you submit your test.

AFTER THE TEST

• When the test is handed back to you, review your professor’s comments and what questions you missed. Look to see what kind of mistakes you made or if you did not understand the information.
• Ask your professor in class or in office hours for more information about questions you did not understand and use the information to improve for the next test.