

**1**  **Planning Your Approach**

- Prepare physically for the exam.
- Prepare mentally for the exam.
- Find out about the test.
- Design an exam plan.
- Join a study group.
- Use tutoring and other campus support resources.

**2**  **Tips for Taking Tests**

- 1** ■ Get a good night's sleep, followed by breakfast.
- Bring necessary supplies to class.
- Relax and control breathing.
- Begin by previewing the entire test.
- Ask any questions regarding the instructions.
- 2** ■ Move on from problems quickly—you can return later.
- Don't get distracted by others finishing before you.
- Ask for clarification when necessary.
- Use clues in the test to jog your memory.
- Re-check your work before handing it in.

**3**  **Aids to Memory**

- Over learn the material—go over it again and again.
- Use multiple senses—read, discuss, draw.
- Categorize the information.
- Use mnemonics.
- Associate ideas to things you already know.
- Visualize the concepts.
- Use flash cards.
- Use rhymes, songs, and acronyms.

**4**  **Know What to Expect**

- What will security be like?
- Will your instructor be present?
- Will you be able to sit in your usual seat?
- What kind of test will it be (format)?
- Talk with students who completed the course before you, and

ask your instructor questions that will clarify circumstances surrounding the exam.

### 5 **Objective Tests**

- [1] ■ Objective tests include those with
  - multiple choice
  - matching
  - true-false
  - fill in the blank
  
- [2] ■ Some good study strategies include:
  - making and using flash cards
  - making a concept vocabulary list
  - reviewing your text's study guide
  - reorganizing your notes

### 6 **Avoid Cramming for Tests**

- Regularly check a calendar highlighting exam dates.
- Make a study plan for each exam.
- Keep up with assigned readings
- Review class notes regularly.
- Reward yourself for preparing productively.
- Plan to reserve the night before for concentrated study.

### 7 **If You Must, Cram Strategically**

Ideas for last-minute concentrated study:

- Clear the decks.
- Use textbook study aids.
- Skim for main ideas.
- Divide and conquer
- Bring supplies for your spirit.
- Bring required academic supplies plus spares.
- Organize your resources.

8  **Control Your Text Anxiety**

- Invest your time properly.
- Neutralize anxiety.
- Talk positively to yourself.
- Exercise regularly.
- Don't use drugs in an attempt to reduce anxiety.
- Find support.

9  **Handle Emergencies Honestly**

- Sometimes life gets in the way of test taking. Illness, sick children, and car accidents can and do happen to interfere with your ability to take an exam at its scheduled time.
- Call your instructor *before* the test to explain your situation.
- Ask if you can take a make-up exam in a courteous and respectful manner.
- Be prepared to document the cause of your absence.

10  **Multiple Choice Strategies**

- Read the test items carefully and completely.
- Strike out wrong answers.
- Mark answers clearly and consistently.
- Change answers cautiously.
- Look for structural clues.
- If all this fails, make an educated guess!!

11  **True-False Strategies**

- Go with your hunch.
- Don't look for answer patterns.
- Honor exceptions to the rule.
- Analyze qualifying terms.

12  **Fill-in-the-Blank Strategies**

- These test how well you recall information.
- You probably either know or don't know the answers to these kinds of questions.

13  **Short Answer Strategies**

- These questions demonstrate how well you can explain concepts briefly.
- Write clear, logical, and brief answers.
- Writing more than asked or including information not asked for suggests that you do not understand the concepts.
- Other items on the test may provide clues to help you answer questions that stump you.

14  **Essay Question Strategies**

- 1 ■ Read the question carefully.
  - Highlight the requested action.
  - Outline the key ideas.
  - Represent the question in your opening sentence.
- 2 ■ Develop the main body of the essay.
  - Summarize if you have time.
  - Write legibly.
  - Proofread your work.
  - Don't bluff.
  - Use humor carefully.

15  **Recover Your Balance**

- Don't let yourself become undone by one failure.
- Use the disappointment to critically think about
  - the causes of the poor performance
  - crafting new strategies to improve your situation.
- Begin by reviewing your test results.

16  **Know When to Challenge**

- Check to see that your grade has been calculated correctly.
- Identify questions that were not clearly written.
- Ask for a grade change if
  - you believe the instructor misunderstood you
  - the instructor made a actual error in calculating your score.

- Remember, instructors are unlikely to change a grade without good reason.

17  **Show Integrity and Resist the Impulse**

*Cheating can have ugly consequences:*

- Cheaters struggle with a nagging conscience, self-doubt, dissatisfaction, and guilt.
- Humiliation results if you get caught.
- You may, at least, receive a “0” on your exam, or possibly be expelled from the college or university.
- Professors who catch you cheating may spread the word and refuse to write letters of recommendation, ruining chances for graduate study or participation in special programs.

18  **Academic Honesty**

*Reduce the likelihood of problems:*

- Know the rules.
- Set clear boundaries.
- Improve time management.
- Seek help.
- Withdraw from a course if necessary.
- Know your own goals.