

Tips for Taking Tests

The following are tips, which can be useful in approaching your studying for and taking of tests.

1. Find out ahead of time exactly what the test will cover. Don't kid yourself that you know or can pull through on this one.
2. Find out if it's an essay, true and false, multiple choice, or a combination of all of these.
3. Start your review early. Leaving it until later creates the "overwhelming" feeling that you have too much to do. It also makes your studying that much more "cramming" in nature.
4. Reviewing:
 - Review in short chunks – no more than 2 hours.
 - Divide the material into logical sections for studying.
 - Relieve your mind by reviewing your worst subject first.
5. During the test:
 - Glance over the whole test to get a feel for it and to determine where the emphasis appears to be.
 - Be aware of the point value and decide how you should distribute your time.
 - Answer only the number of questions that you need to. If it says, "answer any three," don't answer more or fewer than three.
6. When you begin to work:
 - Answer the questions first that appeal to you the most. Doing well on a question you feel relatively sure of will be reassuring and help relieve "block" type tension. Also, the act of writing often unlocks the "blocked" mental process; when you finish the question you will probably find the others less formidable.
 - Check your paper for any unanswered questions.
 - Check your answers for any errors.
 - Ask for help in clarifying any question that you may have.
7. Miscellaneous:
 - Don't be impressed by early finishers (they may not know the answers). Take your time and don't panic; prizes and high grades are not given for being the first out of your chair and out the door.
 - Pay attention to keywords like illustrate, define, list, trace, and identify.
 - If you encounter a question that you think you can't answer, leave it to be answered last, but don't leave it unanswered! You must know something about the question and something is better than nothing!