

Test Taking



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How to Prepare for a Test

1. Make a Study Schedule

Establish fixed times for review so that review becomes a habit and you never have to cram for a test.

- **Daily Reviews:** Take five to ten minutes per day to review each course. Begin by reviewing notes and assignments from the previous class. As soon as possible after class, review the new material and try to relate it to what you have learned previously in the course.
- **Weekly Reviews:** A weekly review is an in-depth look at what has been covered in a course during one week. Spend about an hour each week reviewing each subject. Review lecture notes, textbook readings, and study guides.
- **Pre-Exam Reviews:** About one week before a test, conduct a major review. To prepare for an exam, review lecture notes, textbook readings, study guides, handouts from the professor, previous tests, papers or other graded assignments. You should schedule two hours or more for a specific exam review.
- Enter times for review on your schedule and make a commitment to follow it.

2. Decide What, When, and How to Study

- Test questions can come from a variety of sources.
- To study for an exam, review lecture notes, textbook readings, study guides, previous tests, papers, homework, and any handouts from the professor.
- Spend less time on information you already know and focus on the information you have not fully grasped.

- Study the most difficult material first.
- Study at the time of day when you are most alert.
- You may benefit from studying with another student. You can compare notes and help each other with material you might not understand.
- About once every hour, take a break. Do something unrelated to studying such as taking a walk.

3. Use Your Study System

Don't study in a hit-or-miss fashion. Use a **system**.

- One week before the test, spend two or more hours reviewing all the chapters and topics that the test will cover.
- Organize your materials; Make a list of the important topics and then sort your notes, handouts, previous tests and papers by topic.
- Create flash cards, outlines, charts, or any other shortcut that you think might help you understand and remember information.
- Review your materials once a day until you take the test. Review them again the night before the test and then once more the day of the test.

Develop a Test-Taking Routine

Follow a routine for taking test; know what to do before, during, and after tests to improve your preparation and performance.

1. Arrive on Time

- If hearing other students discuss the test makes you nervous and distracted, don't arrive early. Arrive on time and try to sit near the front of the room, where you are less likely to be distracted.

2. Survey the Test

- As soon as you receive your test, survey the test to determine how many questions there are, how many points each is worth, and what kinds of questions you must answer. This will let you know what you must accomplish within the time limit so that you can plan your time accordingly.

3. Read Directions

- To avoid needless mistakes, always read directions and ask the instructor to explain anything that you do not understand.

4. Do Easy Questions First

- Do the easy questions first since you have a good chance of getting the answers right. Also, doing the easy questions first may raise your confidence in your ability to complete the rest of the exam.

5. Skip and Return to Difficult Questions

- Do not spend too much time on a difficult question. Skip it and return to it later.

6. Control Your Feelings and Attention

- Remain in control of your feelings and attention throughout the test. To avoid becoming distracted, focus your attention on the test. Maintain a positive attitude. Don't let negative thoughts undermine your work.

7. Check Your Work

- Always leave time to proofread your test for careless mistakes and for questions you may have skipped or forgot to answer.

Reducing Test Anxiety

What is Test Anxiety

- **Test anxiety** is stress that is related to a testing situation, and it may affect students in different ways.
- **Types of Test Anxiety:**
 1. **Situational Test Anxiety:** The more common form of test anxiety. It may occur only when you are unprepared or when the test has a lot riding on it.
 2. **Chronic Test Anxiety:** More severe and less common. Students who have this type of anxiety get nervous at the mere mention of a test. Their fear of testing may be so paralyzing that it affects their performance.

What Causes Text Anxiety?

- Being afraid you will not be able to live up to the expectations of important people in your life.
- Believing grades are a measure of self-worth.
- Feeling helpless, believing that you have no control over your performance or grades.

How Can I Reduce Test Anxiety?

1. Learn to Relax

- Relaxation is a learned technique. Learn relaxation techniques and practice them to reduce stress and anxiety.

2. Face Your Fears

- The fear of failure or the fear of success can greatly affect your performance on tests. Learn to face your fears and overcome them.

3. Engage in Positive Self-Talk

- Your inner thoughts shape your feelings and behavior. Learn how to turn negative thoughts into positive thoughts that promote calmness and success.

4. Find Your Best Solution

- We all respond differently to stress and anxiety. Choose the best solution for you to deal with and reduce test anxiety.

Helpful Websites:

<http://www.studygs.net/tsttak1.htm>

<http://www.youtube.com/watch?v=Z2iCZ6h24pc>