



Name \_\_\_\_\_ Date \_\_\_\_\_

## Test Taking Checklist

Directions: Place a checkmark next to the test taking skills you have now.

I do the following:

- Attend every class (or almost every class)
- Have a copy of the course syllabus with test dates
- Start test preparation early and study a little at a time
- Do not generally cram for exams
- Have a place to study (not the kitchen, TV room, or bedroom)
- Participate in a study group
- Review immediately after learning something
- Review previous notes and reading assignments on a regular basis
- Schedule a major review before the exam
- Know how to predict the test questions
- Get enough rest before a test
- Visualize my success on the exam
- Complete my math homework on a regular basis
- Eat a light, but nutritious meal before the exam
- Maintain a regular exercise program
- Read all my textbook assignments before the exam
- Review my classroom notes before the exam
- Skim through the test and read all directions carefully before starting the test
- Answer the easy questions and return later to answer the difficult questions
- Check over my test before handing it in

- \_\_\_ Write an outline before beginning my essay answer
- \_\_\_ Manage my study time to adequately prepare for the test
- \_\_\_ Review my returned tests to improve future test preparation
- \_\_\_ Write the test neatly and make sure my writing is legible
- \_\_\_ Avoid test anxiety by being well-prepared and practicing relaxation techniques
- \_\_\_ Prepare adequately for tests

### **Analyze Your Test Taking Skills**

Directions: Use the Test Taking Checklist to answer the following questions:

1. My strengths in test taking skills are:

2. Some areas I need to improve are:

3. Write three intention statements about improving your test taking skills.