

Test Preparation and Test Taking Tips

Day to Day Preparation

Develop a study plan that includes the following:

1. Schedule your time – use a monthly calendar to schedule dates for tests, due dates of papers/projects/assignments, dates for social activities, a timeline for preparing for tests, papers, etc. (see Semester on a Page)
2. Review note from reading and lectures within 24 hours – ASAP after class. Review by SAYING material out loud, when possible. Transfer notes to summary sheets or cards
3. Anticipate test questions. Write possible questions in the margins as you read – then transfer these to flash cards. Look at the course syllabus for possible test questions./ See what the instructor repeats or writes on the board
4. Use a STUDY GROUP. Compare notes from class to find out what you may have missed. Divide the material into sections – have each person do an in-depth review of the section for which he/sh is responsible, write a summary and teach the material to each other. Brainstorm possible test questions as a group.
5. Evaluate your process

Concentrated Preparation (7 days prior to the test)

1. Maintain your daily schedule of eating regularly, exercise and sleep. Plan scheduled time - 3-4 days of intensive review (spread out over the 7 days)
2. Review your notes – make summary sheets, use study groups, quiz each other
3. Remember that is it most effective to have focused 50-60 minute study sessions – rather than marathon sessions, with a10 minute break – NO TV, NO Social Media

The Test

1. Be sure you know th time and place – get there EARLY with extra pencils/pens, erasers, etc.
2. RELAX – give yourself – self instructions – such as "I have plenty of time – read the questions carefully". " I will perform well on th9s teas because I am well prepared" I will this about that later – now back to the test."
3. Listen CAREFULLY to the verbal instructions
4. Read the directions CAREFULLY, underline key words and ask for clarification if necessary
5. Scan the entire test before you begin
6. Plan time for each question
7. Do the questions you KNOW first. Answer objective questions first, then the essay. Circle questions you skip or need to come back to
8. For Essay – outline or map the key points you want to make
9. Write CLEARLY, Leave space after each answer to add more later
10. Organize your answers – begin with topic sentences. Finish with a conclusion. Keep your paragraphs SHORT and clear so it's easy for the instructor to follow
11. Put your strongest ideas first
12. Write well – use proper grammar, punctuation and spelling
13. Check out answers against the question(s) – PROOFREAD your answers