TEST PREPARATION: A Timeline for Success

Beginning of the Semester:
Create a calendar with due dates for all of your classes.

THROUGHOUT THE SEMESTER

• Spend 10-15 minutes reviewing your notes every day.
• Check your test/assignment calendar often.
• Attend tutoring.
• Visit your professor during office hours.

THE DAY BEFORE THE TEST

• Review notes & study guides.
• Engage in a peer study session.
• Get a good night’s sleep!
DURING CLASS

• Pay attention.
• Take notes! Write down:
  - Things your instructor repeats or emphasizes
  - Things written on the whiteboard
  - Bolded words
  - Lists (i.e. “there are three reasons for…”)
  - Reviews presented at the beginning of class
  - Summaries given at the end of class
• Write in your own words.
• Date your notes.

A WEEK BEFORE THE TEST

• Pull out your notes!
  - Highlight key points.
  - Rewrite/retype for memory.
• Scan through the textbook & PowerPoints.
• Complete the study guide (if provided).
• Take short breaks while studying.
• Attend a review session.

THE DAY OF THE TEST

• Eat a good breakfast.
• Bring everything you need.
  - Student ID
  - Pencils or pens
  - Blue book
  - Calculator
  - Notes (if allowed)
• Read ALL of the test directions.
Test Preparation: Test Taking Tips

DEVELOP A PLAN
• Decide how much time to spend on each question.
• Example: if a test has 30 questions and you have an hour to take it, plan on spending about 1.5 minutes per question (leaving time to review).

DON’T GET STUCK
• Put a star by questions you’re not sure of.
• Finish the rest of the test, and come back.
• Go with your first instincts.

DOUBLE CHECK YOUR ANSWERS
Catch careless mistakes.

MULTIPLE CHOICE QUESTIONS
• Try to come up with the answer in your head before looking at the answer choices.
• Read ALL answer choices.
• Cross out answers you know are wrong.
• Make an educated guess with what’s left.
TRUE/FALSE QUESTIONS

- Read questions carefully.
- Look for key words.
- Statements using all, always, never, every, and none are often false.

ESSAY QUESTIONS

- Read each question, and start with the easiest one.
- Brainstorm:
  - Write down key ideas, points, or words.
  - Organize them into an outline, if you have time.
- Use complete sentences & correct grammar.
- Format:
  - Beginning – tell reader what they can expect to learn.
  - Middle – present examples, facts, and details to support your points.
  - End – restate important points, draw conclusions, and/or summarize.

REduce anxiety

- Start studying early.
- Mentally practice going through the test.
- Practice relaxation techniques.
- Remember that every test is a learning experience.
- Use each test as a tool to help you prepare for the next one.