



# TEST TAKING TIPS

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# WHAT TO KNOW BEFORE YOU START TO STUDY...

## ▶ Exam

- ▶ What type of exam?
  - ▶ Objective (multiple choice, T/F, short answer)
  - ▶ Essay
- ▶ Number of questions

## ▶ Yourself

- ▶ How do you learn best?
- ▶ Include retrieval practice/forced recall that works for you



# 5-DAY STUDY PLAN

- ▶ Space out your review
- ▶ Divide material so you study in chunks
- ▶ Active learning strategies
- ▶ Use self-testing techniques



# SET UP A PLAN

- ▶ Think about how much time you will need (college exams cover 10-20x more than high school tests)
- ▶ Much more effective to study in chunks than cramming the night before
- ▶ Count backwards from exam date to determine when to start preparing
  - ▶ Friday exam → start preparing the Sunday before (if not earlier)



# DIVIDE UP MATERIAL

- ▶ List chapters, lecture topics, and outside readings for unit
- ▶ Divide as evenly as possible
  - ▶ (e.g. if four chapters then devote one chapter for each of the first four days and leave the fifth day for a final review)
  - ▶ Review lecture notes with the chapter they correspond with



# STUDY THE OLDEST MATERIAL FIRST

## ▶ Sample 5-Day Study Plan

### ▶ Wednesday

- ▶ Prepare Ch 1 (2 hrs)

### ▶ Thursday

- ▶ Prepare Ch 2 (2 hrs)
- ▶ Review Ch 1 (30 min)

### ▶ Friday

- ▶ Prepare Ch 3 (90 min)
- ▶ Review Ch 2 (30 min)
- ▶ Review Ch 1 (15 min)

### ▶ Saturday

- ▶ Prepare Ch 4 (1 hr)
- ▶ Review Ch 3 (30 min)
- ▶ Review Ch 2 (15 min)
- ▶ Review Ch 1 (10 min)

### ▶ Sunday

- ▶ Review Ch 4 (30 min)
- ▶ Review Ch 3 (20 min)
- ▶ Review Ch 2 (10 min)
- ▶ Review Ch 1 (10 min)

- ▶ **MONDAY—EXAM** (studied 9:50)

# SAMPLE 5-DAY PLAN

	Wed	Thurs	Fri	Sat	Sun
Chapter 1	<u>Review</u> -Review re-highlighted material -Mark and recite study sheets -Recite word cards -Recite ? cards	<u>Review</u> -Make list of info still not known from text or study sheets—recite -Recite cards still not known -Make self-test ?s		VERY important to plan <i>actual</i> tasks rather than just write “study”	
Chapter 2	<u>Prepare</u> -Remark highlighting -Make study sheets -Make word cards -Make ? cards	<u>Review</u> -Review re-highlighted material -Mark and recite study sheets -Recite word cards -Recite ? cards	<u>Review</u> -Make list of info still not known from text or study sheets—recite -Recite cards still not known -Make self-test ?s		
Chapter 3		<u>Prepare</u> -Remark highlighting -Make study sheets -Make word cards -Make ? cards	<u>Review</u> -Review re-highlighted material -Mark and recite study sheets -Recite word cards -Recite ? cards	Don't re-read your notes and text...include other activities	

## Preparation Strategies

- ▶ Develop study sheets
- ▶ Develop concept maps
- ▶ Make word cards
- ▶ Make question cards
- ▶ Make formula cards
- ▶ Make problem cards
- ▶ Make self-tests
- ▶ Do study guides
- ▶ Re-mark text material
- ▶ Outline
- ▶ Take notes
- ▶ Summarize
- ▶ Predict essay questions

## Review Strategies

- ▶ Recite study sheets
- ▶ Recite word cards
- ▶ Recite question cards
- ▶ Practice writing formulas
- ▶ Work problems
- ▶ Take self-tests
- ▶ Practice study guide info out loud
- ▶ Do “missed” problems
- ▶ Recite main points from outline
- ▶ Re-create chart from memory
- ▶ Write essay answers from memory



# ACTIVE STUDY STRATEGIES

The background features a dark gray gradient with a light gray grid of dots. At the bottom, there is a decorative graphic consisting of a black horizontal band above a green area with a white outline that forms a downward-pointing chevron shape.

# PREPARE WORD CARDS

- ▶ All tests have questions related to definitions
- ▶ Writing helps with memory
- ▶ Turn index cards into flashcards
- ▶ Can be used for almost any subjects
  - ▶ Names of people
  - ▶ Dates
  - ▶ Formulas
- ▶ Easy to transport—can study in between activities
- ▶ Practice ***out loud***

Stress

FRONT

Event that present difficult demands

BACK

December 7,  
1941

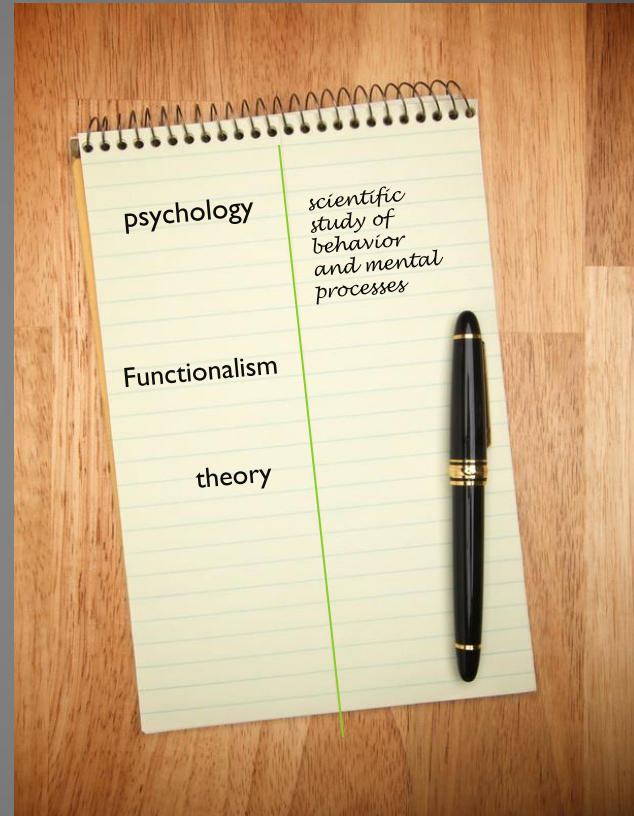
FRONT

Japanese surprise attack on Pearl Harbor during WWII

BACK

# USE WORD LISTS

- ▶ Similar to word cards, but in a list format
- ▶ Be careful—because lists always keep the words in the same order, these may hinder your learning



# MAKE QUESTION CARDS

- ▶ Predict information you think will be on the exam
- ▶ Helps to *understand* the material instead of just *recall*
- ▶ Use questions at the end of the chapter along with your own
- ▶ Practice aloud like you would flashcards

What were the relief measures of the New Deal?

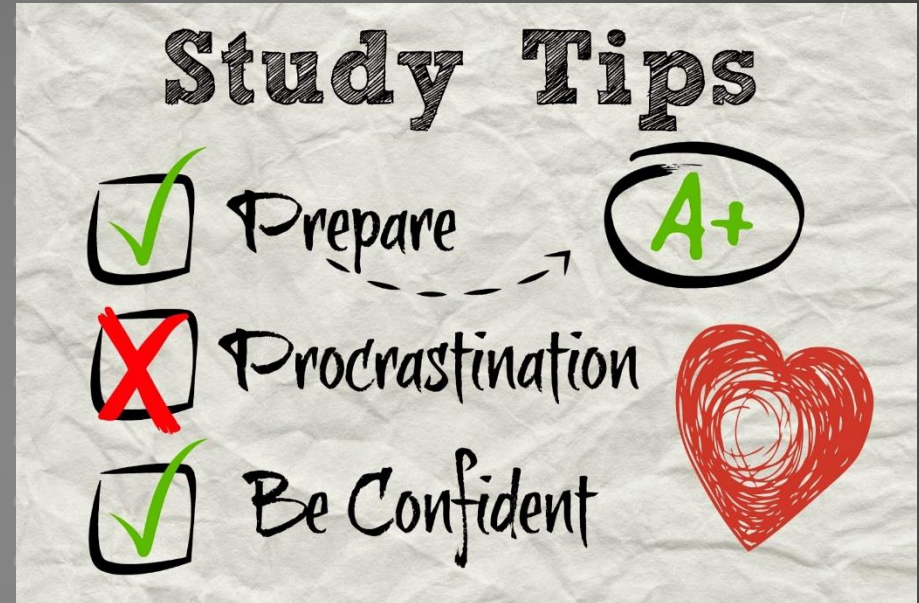
FRONT

1. Federal Emergency Relief Administration
2. Civilian Conservation Corps
3. Home Owners Loan Corp.

BACK

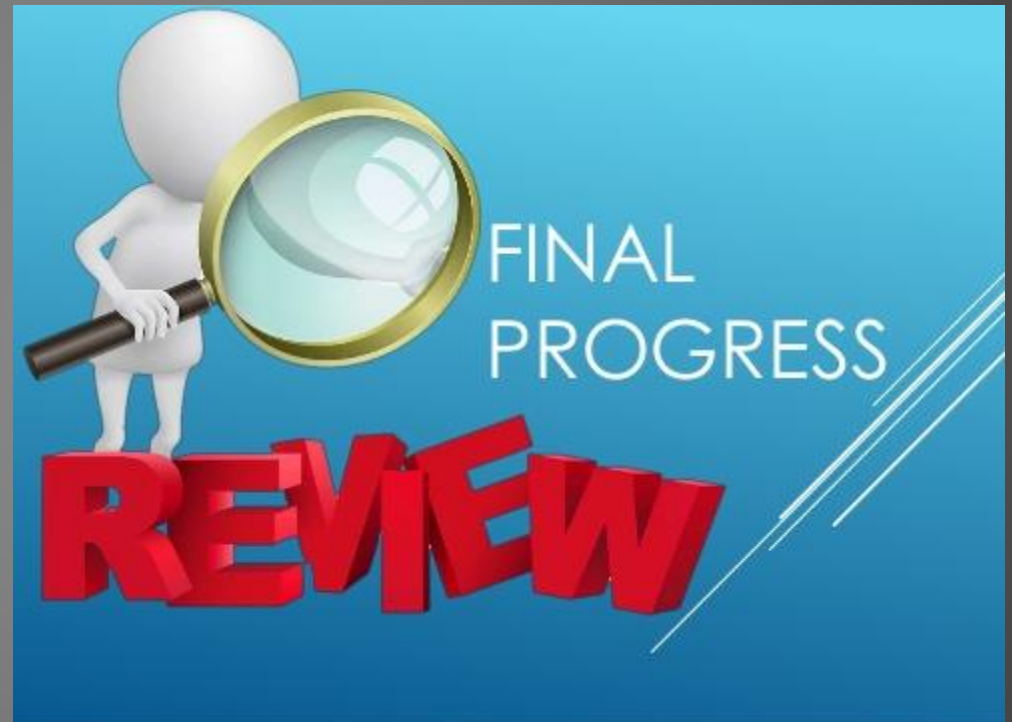
# OTHER TIPS

- ▶ Self-Tests or Study Guides
- ▶ Recite out loud
- ▶ Practice charts, diagrams, and maps
- ▶ Partner/Group material review
- ▶ Attend study sessions offered by instructors



# CONDUCT A FINAL REVIEW

- ▶ Make a list of 20 items you should know for the exam
- ▶ Use study guides
- ▶ Use old exams, quizzes, and assignments



# DURING THE EXAM

- ▶ Arrive early, take a few breaths, and **avoid** asking others about their study preparation and/or their confidence about the exam
- ▶ Once test arrives, jot down some quick notes in margins
- ▶ Read **all** directions
- ▶ Scan the entire test
- ▶ Start with the shortest, easiest questions first
- ▶ Maximize your score
- ▶ If you get stuck, move on and return to question later

How I felt  
studying



The trochlear  
nerve passes  
through the  
superior orbital  
fissure and  
innervates the  
superior oblique  
muscle of the  
eye.

How I felt  
during the  
exam



head  
shoulders  
knees and toes  
knees and toes

# MULTIPLE CHOICE

- ▶ Try to state the answer before looking at the choices
- ▶ Cross off answers you know are incorrect immediately
- ▶ Test each answer





# TRUE/FALSE

- ▶ Watch for absolute qualifiers (always and never)—these generally indicate a false statement
- ▶ Watch for negatives (not and cannot)—try reading the statement both with and without these terms
- ▶ Comb through details—watched for transposed numbers and facts that have been slightly altered



# MATCHING

- ▶ Cross out items that have already been used
- ▶ Match words that are grammatically similar (i.e. verb with verb)
- ▶ If words/phrases are similar, look for slight differences and make note
- ▶ Count the number of options in each column

<i>Premises</i>	<b>Column A</b>	<i>Responses</i>	<b>Column B</b>
___1.	Person who performs mysterious tasks no one understands	A.	Facilitator
___2.	Person who provides schooling for children	B.	Trainer
___3.	Person who enables a group to find solutions	C.	Instructional Designer
___4.	Person who instructs adults in a classroom.	D.	Meeting Organizer
		E.	Teacher

Image from <http://thelearningcoach.com/wp-content/uploads/2010/07/matching-item.png>

# ESSAY QUESTIONS

- ▶ Manage your time
- ▶ Pay attention to what questions is asking (i.e. compare or explain)
- ▶ Draft a quick outline of your major points
- ▶ Be conscious of your handwriting
- ▶ Leave space to add thoughts later



Image from <http://www.ibspro.net/wp-content/uploads/2008/07/essays.jpg>

# TEST ANXIETY

- ▶ A little tension is good...a lot is bad ☹️
- ▶ 2 components
  - ▶ Mental: thoughts and worries about test
    - ▶ Yell “Stop” (or think it)
    - ▶ Change your thoughts to something peaceful
    - ▶ Visualize success
    - ▶ Give yourself some encouragement
  - ▶ Physical: bodily sensations and tension
    - ▶ Take deep, relaxing breaths
    - ▶ Monitor your body, tell each part to relax
    - ▶ Guided imagery using all 5 senses
    - ▶ Exercise when you can before an exam

## Overcoming Test Anxiety

If you find yourself tensing and getting anxious during the test  
Relax; you are in control.  
Take slow, deep breaths



# POST EXAM

- ▶ Reward yourself!
- ▶ Get the correct answers so you can study them for next time.
- ▶ Review where things went wrong. Where and why did you lose points?
- ▶ Do you need more prep time?
- ▶ Do you need help with test anxiety? Study skills?

<https://www.youtube.com/watch?v=p60rN9JEapg>