

BEFORE THE TEST

- Establish a study strategy.
- Organize your notes.
- Follow the course syllabus and consider the objectives for the examination.
- List the major concepts to be covered.
- Identify specific vocabulary for the major concepts.
- Meet with your study group and try to predict test questions.
- If applicable, consider the format of your last test in that course.
- Consult with former students.
- Learn the material like you were going to teach it.
- Explain the material to an 11 year old. If they get it, you've got it.
- The night before, review before going to sleep.

MANAGING ANXIETY BEFORE THE TEST

- ✎ Plan your approach to studying → taking control.
- ✎ Learn the material.
- ✎ Monitor caffeine intake.
- ✎ Have a night of quality sleep.
- ✎ Exercise moderately the morning before the test.
- ✎ Plan an enjoyable treat for after the test (**Ex.** nap, milkshake).
- ✎ Practice relaxation techniques and use a phrase that helps you relax.
- ✎ The phrase that accompanies your relaxation techniques can be used to help bring you back to a relaxed state during the exam. (**Ex.** Before the test, use a progressive relaxation technique while saying, "I am at peace," or "calm and collected." Then, when taking the test, repeat the phrase as needed to facilitate stress reduction.)

DURING THE TEST

- Be on campus early.
- Do not enter the classroom too early, discussion may be distracting or confusing.
- Carefully read all directions.
- Plan your time – allow more time for high value items.
- Immediately write memorized material (**Ex.** formulas) on the test.
- As you read questions, underline all key words such as, "never," "not," "how."
- Interpret questions literally.
- Answer easy test items first.
- In your responses, use examples and phrases from the lecture and text.
- Use as much available time as needed.
- Restate difficult questions in your own words.

MANAGING ANXIETY DURING THE TEST

- ✎ Breathe deeply.
- ✎ Use your "mantra" (**Ex.** "I am prep'd and adept!")
- ✎ Notice bodily tension and relax that area.
- ✎ Disregard others who complete the test earlier than you.














BEFORE HANDING IN THE TEST

- Place your name in the indicated space.
- Make sure you answered all items – unless there are deductions for guessing.
- Avoid changing answers unless you are very well prepared for that test.
- Consider where most of the questions came from (text, lecture, study guide).
- Decide where you need to focus more attention when studying for the next test.






AFTER THE TEST

- Organize the study materials you used – you will probably need them again.
- Plan out what you need to do to learn the upcoming material.
- Determine the correct answers to the items you missed.
- Know the rationale for the right answer.
- Find out where the answers were that you missed (text, notes).
- Avoid the ever-common desire to miss the class after a test.
- Acknowledge that a grade attempts to rate knowledge, not self-worth.
- Avoid the popular slacking-off period after earning a high test score.
- Did you misread any questions?
- Determine the role anxiety played in your performance.










MULTIPLE-CHOICE QUESTIONS

-  Answer the question in your head before looking at the selections.
-  Read all of the responses.
-  The first option listed is usually not correct.
-  The right answer will be grammatically correct.
-  Try-out each option before selecting.
-  Your first answer is the best.
-  Is your guess relevant to the material covered by the test.
-  Underline words like “not,” “but,” and “except.”
-  “Always” means 100% of the time.
-  Does your choice make sense?
-  Pick the familiar over the unfamiliar.
-  If you have to guess, try and narrow it down to two.
-  Of two choices, go with the one that gives the most complete information.

TRUE AND FALSE

-  Read the questions very carefully.
-  Typically, more will be true than false.
-  Look for “always” and “never” – These are usually false.
-  In order for a statement to be true, it must be true 100% of the time.
-  Look for mixed details (mismatched places and events).

ESSAY

-  Read the directions and questions very carefully.
-  Assess point value, begin with highest valued question.
-  Use a pen.
-  Write legibly.
-  Make an outline of your answer in the margin.
-  Do not give vague answers and assume the grader knows what you mean.
-  In your answer, convince the grader that you know what you are talking about.
-  Be specific, concise, complete, and clear.
-  Use vocabulary from the material covered.