

GENERAL TEST STRATEGIES

CONTROL YOUR CONCENTRATION BY SETTING UP A STUDY ROUTINE:

- Choose a place to study where you will not be interrupted. Eliminate distractions: turn off the radio and TV. Clear other materials off your desk or table.
- Study in groups *only* if it is helpful to you and not a distraction.
- Analyze study needs per class.
- Commit to a review schedule. Set up several study sessions instead of one cram session.
- Do a quick review just before bed to let your subconscious aid in long-term memory.
- Maximize your learning style: audio people recite, hands on people write, visual people draw, and so on, or you could use all of these learning modes.
- Use a reward system to accomplish what you set out to do.
- Develop a tension-releaser.

AVOIDING EXAM PANIC:



1. **Find out what you can about the test**-- from the professor, from former students, from old tests. Practice taking old tests.
2. **Be mentally ready** -- Do not psyche yourself out or you will set yourself up for failure. Avoid negative or neutral feelings. Go into the test planning to do the best job you can do. If you have two exams on the same day, schedule more time to study for your first exam but review for other exams as well. However, do not worry about other tests while taking the first one and vice versa.
3. **Be physically ready** -- Get a good night's sleep and eat normal meals. Do not take stimulants as they often give one a false sense of doing well.
4. **Relax** -- Some tension is natural; use it to keep yourself mentally and physically alert. Avoid excess tension by allowing plenty of time for preparation. Arrive at examination room a little ahead of time. Have all your supplies ready before the exam. Once you are at the test, concentrate on important points and record them on the back of the exam.

At the Exam Site:

STEPS TO TAKE WHEN YOU RECEIVE THE TEST:

1. Listen carefully to any oral instructions for taking the exam. Quickly look over the entire exam, but read instructions carefully; read every word in the test question before answering the question.
2. Ask the instructor for help if you are unsure of the directions.
3. Work out an exam schedule -- allow 2-3 minutes for overview and 2-3 minutes for checking your work. Spend more time on the questions that will get you the most points. Pace yourself -- check the clock.
4. Guessing -- Attempt to answer all of the questions even if you are not sure of the answers. When in doubt, make an educated guess.
5. Changing answers -- It's your decision, but if you do make a change, know the reason why.
6. Double check your work for errors before turning in the exam.



DIRECTIONS TO LOOK FOR:

1. How many questions should you answer and in what order.
2. How many points each question is worth.
3. How to answer the question -- underline, circle, draw a line, fill in the blank, answer in complete sentences, list, etc., and the length of answer expected.
4. If you should show calculations or just the answer.