Test-Taking Tips for Success

Before the test...

✓ Be prepared!
✓ Backwards map all test dates so you have sufficient time to study
✓ Write all test dates in your planner
✓ Pay attention to information about the test provided by instructor and outlined in syllabus:
  ○ Format of test
  ○ Topics covered
  ○ Weight of test (% toward final grade)
✓ Take notes and ask questions about confusing concepts
✓ Review your notes and organize them by main test topics
✓ Study all related material from practice tests, quizzes, homework, and textbooks
✓ Make flashcards or a study guide
✓ Have a friend, classmate, or family member quiz you
✓ Form a study group
✓ Go to review sessions, if offered
✓ Study in your regular study space with no distractions
✓ Take short breaks regularly to refresh your brain
✓ Get a good night’s sleep and eat well
**During the test...**

- Be on time!
- Have a positive attitude!
- Stay calm and focused!
- Read the directions carefully
- Skim through the entire test before beginning
- Answer the questions you know first
- Allow extra time to work on the most difficult problems
- Never leave a question unanswered—if you don’t know, take a guess
- For multiple choice questions, cross out answers you know are incorrect, and select your answer from the remaining options
- For matching questions, cross out each answer as you use it
- For essay questions, write clear and concise
  - Double-check for spelling, punctuation, and grammar
  - Be mindful of essay development and organization
  - Answer all parts of the question
- For math questions, show all your work
- Pay attention to allotted time
- Double-check for any silly mistakes
- When finished, look over entire test to make sure you answered every question

**After the test...**

- Relax! The test is over! 😊
- When your instructor passes back your graded test, review all answers
- Look carefully at any incorrect answers and ask for clarification
- Be sure you completely understand the correct answer
- Keep your test to use when studying for future exams