

# Test Taking

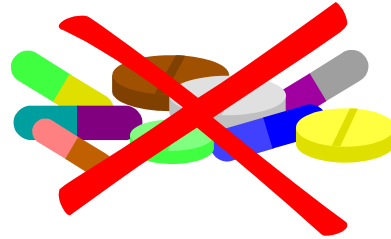
## Prepare for the Test

### Intellectual Preparation

- Predict exams questions by focusing on main themes and subtopics of lecture notes, looking at old exams, reading textbooks, using student manuals, studying with a friend, and talking with instructors.
- Make up and take practice tests
- Review textbook and lecture notes methodically and fairly early
- Study and analyze your past quizzes and tests.
- Study examinations given previously and predict questions

### Emotional and Physical Preparation

- Know where, when and what to bring.
- Know how long you have to complete the test
- Appreciate tests as a scale to measure your knowledge and capabilities
- Relax, concentrate, and be prepared for a fight.
- Weigh losses against gain before cramming, losing sleep, or taking pills.



### General Tips:

- Arrive with plenty of time to spare, but don't go into the test room early. Someone is sure to mention some stupid thing which is either wrong or which you didn't even need to know, and it will make you nervous.
- Look over the entire test before you start to answer any questions.
- Observe the point value of the questions and figure out a rough time allowance.
- Begin to work as rapidly as possible without becoming inaccurate.
- Do the easy questions first.
- Omit or guess at items that stump you.
- Work fast on those items that will yield the most points in a given amount of time.
- Don't panic if you see a question you did not anticipate or prepare for. Use everything you know about the content of the course, the instructor's explanations and your own reasoning ability to analyze the question and create a logical answer. If you have studied, you are bound to know something.



## READ DIRECTIONS CAREFULLY!

- Become familiar with test directions ahead of time.
- Underline key words in the directions.
- Pay particular attention to those parts of the directions which most influence how you will take the test.
- Read the question as is. Avoid over analyzing or oversimplifying.
- Keep directions in mind when answering the test items.
- Ask the examiner for clarification when necessary.

### After the Test

- Note reasons for missed questions.
  - Lack of knowledge, not following directions
  - Misreading questions
  - Too general in answer
- Correct the test.
- Note what you did **RIGHT!**
- Notice the origin of each question-text, notes, labs, supplementary reading; use this information to help predict future exam questions.

