



# Hints For Taking A Test

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- ♣ Get the normal amount of sleep. All-night cram sessions can make you fall asleep during the test.
- ♣ Don't panic.
- ♣ Take all necessary blue books, rulers, protractors, compasses, calculator, pencils, erasers and pens with you. Borrowing during the test is frowned upon.
- ♣ Don't rush in to the test. Read the instructions. Watch especially for how you should answer the question.
  - For example, don't write the words "true" or "false" if the question asks you to use a "+" or a "o."
  - In a completion test, be sure to put the answers in the right spaces.
- ♣ Read the questions carefully. Know the cue words for essay tests and what these words ask you to do.
  - For example, a "compare and contrast" question requires discussing likes and differences.
  - Lists should be complete and numbered as you go.
  - Most essay questions have two or more parts, though they may be stated as one sentence. It is often helpful to underline or number each part of the question on the test sheet so that you will remember to cover each one in your answer.
- ♣ For essay questions, outline your answer before you write. If scratch paper is not allowed, jot your outline on the cover of your blue book or the side of the test copy.
- ♣ Be sure that you answer the question specifically. Instructors are not impressed by rambling essays that do not relate to the question.
- ♣ Write legibly in the best sentences of which you are capable. Neatness impresses the instructor and influences your grade.
- ♣ In objective tests (short answer/multiple choice/true-false), guessing is a good policy, unless a penalty has been placed on guessing. **DON'T LEAVE BLANK SPACES** in an objective test unless there is a penalty for errors.
- ♣ Budget your time and keep to this budget.
  - To budget: first divide the number of the **TOTAL** points in the test into the number of minutes allowed for the test to find the **POINT VALUE OF EACH MINUTE**.
  - Multiply this by the number of points for a question to find out how many minutes you can spend on writing the answer.
    - Example: Total points = 100 Time = 60 minutes
      - Point value per minute = .60 (60 divided by 100)
      - A 20 point question can have 12 minutes writing time. (.60 x 20)
      - A 25 point question can have 15 minutes writing time. (.60 x 25)
      - A 5 point question can have 3 minutes writing time. (.60 x 5)
- ♣ If you don't know the answer to a question, skip it and go on. Return to the question later to answer it if you have time before the test period ends. If you sincerely do not understand a question, ask the instructor, and he will usually answer if he feels your question is fair.



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- ♠ Know the test
  - Comprehensive, objective, or essay?
  - What did the instructor *say* would be on the test?
- ♠ Have reading for the exam completed
- ♠ **Schedule** your study time
- ♠ Summarize chapters from text on **one** sheet of paper
- ♠ Try to predict test questions and answers
- ♠ Study with someone for review near the end of preparation
- ♠ Get examples of old tests if possible
- ♠ Be rested and stay on the same eating and sleeping patterns
- ♠ Practice taking the test

## How to Handle Test Anxiety

- ♠ Know the material
- ♠ Control the situation
  - Seat selection
  - Good lighting
  - Ask a question
  - Handle physical discomfort
- ♠ Follow the rules for intelligent test taking
  - Academic preparation
  - Physical preparation
  - Emotional preparation
  - Test execution
    - Your name on top
    - Read through test first
    - Don't jump around
    - Answer the ones you know first
    - Don't get stuck on the ones you don't know
      - Skip them and come back to them
      - Answer every question
      - Budget your time in an essay test
      - Use the test questions to give you information