

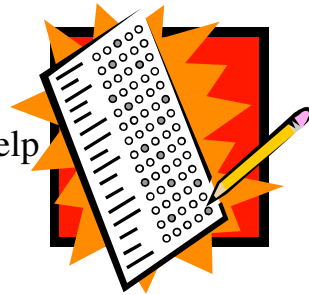


Test Taking Tips



Test Taking Tips: Preparation for Test Day

- ✓ This begins about a week or so before the test day! Manage your time, make sure you have sufficient time so that you are well prepared for the test.
- ✓ Study a little each night, 20 – 30 minutes about a week or so before the day of the test.
- ✓ Go over any material from old tests, homework, sample problems, review material, the textbook, class notes, etc. ... anything that might be on the test.
- ✓ Put the main ideas/information/formulas onto a sheet that can be quickly reviewed many times, this makes it easier to retain the key concepts that will be on the test.
- ✓ Visuals are key, create and use concept maps as much as possible.
- ✓ Don't try to study late into the night, get plenty of sleep before the test
- ✓ Eat before a test, having food in your stomach will give you energy& help you focus, but avoid heavy foods which can make you sleepy.



Test Taking Tips: Test Day Preparations & Procedure

- ✓ Remember what Mr. Clemens said: ***“the idea here is to learn, not to get bad grades”*** Remember, Mr. Clemens says it takes him more time to grade papers that have a lot of wrong answers.
- ✓ Teachers want you to learn, we are NOT out to see who will fail! This helps no-one, you haven't learned and the result is a bad grade!
- ✓ If you aren't sure about a subject, topic, concept, or definition, PLEASE ASK ME before the test day!
- ✓ Go to the bathroom before walking into the class room, you don't want to waste anytime worrying about your bodily needs during the test.
- ✓ Try to show up early before the test will start.

- ✓ Bring at least two pens/pencils with good erasers, calculator with enough batteries and any other resources that your instructor allows you to.
- ✓ Bring a watch to the test with you so that you can better pace yourself.
- ✓ Keep a positive attitude throughout the whole test and try to stay relaxed, if you start to feel nervous take a few deep breaths to relax.
- ✓ Keep your eyes on your own paper, you don't want to appear to be cheating and cause unnecessary trouble for yourself.
- ✓ When you first receive your test, do a quick survey of the entire test so that you know how to efficiently budget your time.
- ✓ Do the easiest problems first; don't stay on a problem that you are stuck on especially when time is a factor.
- ✓ Do the problems that have the greatest point values first.
- ✓ Don't rush but pace yourself, read the entire question and look for keywords.
- ✓ Ask the teacher for clarification if you don't understand what they are asking for on the test.
- ✓ Write legibly, if the teacher can't read what you wrote they'll most likely mark it wrong.
- ✓ Always read the whole question carefully, don't make assumptions about what the question might be.
- ✓ If you don't know an answer skip it, go on with the rest of the test and come back to it later, maybe on another part of the test there'll be something that will help you out with that question.
- ✓ Don't worry if others finish before you; focus on the test in front of you.
- ✓ When you are finished, if you have time left look over your test, make sure that you have answered all the questions, only change an answer if you misread or misinterpreted the question because the first answer that you put is usually the correct one. Watch out for careless mistakes and proofread your essay and/or short answer questions.
- ✓ Double check to make sure that you put your first and last name on the test.





Test Taking Tips: Multiple Choice Tests

- ✓ Remember: Multiple Choice Tests do not testing on what you know or remember! Do not memorize everything! Just be familiar with it. **Multiple Choice Tests how well you can think and choose the right answer with your familiarity with the subject.**
- ✓ Look for and read the question first, then look at the answers.
- ✓ Use the “process of elimination”. Use what you know to eliminate or remove any answer that you know is NOT correct.
 - First, there are four possible answers, you only have a 25% chance of getting correct answer. This gives you a 75% chance of getting it wrong!
 - If you eliminate one, you only have a 33.3% chance of getting it right. Better than 25%!
 - If you eliminate two, you have a 50% chance of getting it right. Now it’s like a True/False Question!
- ✓ In the answers, Look for opposites, For example, if one says “hot” and one says “cold” either they are both wrong, or one of them is right.
- ✓ If two answers are basically the same, for example: a. the temperature is hot. b. the temperature is burning. Answers that are the same are both wrong!
- ✓ Look for key words in the question. If they are used in the answer, that is usually the correct answer.
- ✓ Always READ the question FIRST. Understand specifically what it is asking. Often times Much of the information provided in the question has nothing to do with the question or the answer! Remove extraneous information to understand what the question is asking.
- ✓ Absolute answers are always wrong! For example: a. it is always cold in Antarctica. That is an absolute statement. Absolutes use words like: always, every, all, everything, all the time, forever, never, etc.
- ✓ Do not go back and correct your answers in multiple choice exams unless you are totally sure it was marked wrong. Your first choice is usually the correct one!
- ✓ After choosing your answer, read the question again and make sure your choice really answers the question.
- ✓ Pace yourself, don’t dwell on one question for long, answer it with your best guess and move on or you will be rushed to answer the rest and most of those will be wrong.



Multiple Choice Test Taking Tips: Reviews & Reminders

- ✓ Read the question before you look at the answer.
- ✓ Come up with the answer in your head before looking at the possible answers, this way the choices given on the test won't throw you off or trick you.
- ✓ Eliminate answers you know aren't right.
- ✓ Read all the choices before choosing your answer.
- ✓ If there is no guessing penalty, always take an educated guess and select an answer.
- ✓ Don't keep on changing your answer, usually your first choice is the right one, unless you miss-read the question.
- ✓ In "All of the above" and "None of the above" choices, if you are certain one of the statements is true don't choose "None of the above" or one of the statements are false don't choose "All of the above".
- ✓ A positive choice is more likely to be true than a negative one.
- ✓ If there is an "All of the above" option and you know that at least two of the choices are correct select the "All of the above" choice
- ✓ Usually the correct answer is the choice with the most information.

