

Test Taking

TIPS



- Learn how to most effectively review for a test.
- Learn how to look for clues to the right answer when you are unsure of the correct answer.
- Learn the secret to being relaxed while taking a test!

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Test Reviewing

- First, you should talk to the instructor about the test. You need to know:
- The type of questions you will have, (i. e. multiple choice, matching, short answer, essay)
- The number of questions and the length of time to take the test, so you can determine how long you can spend on each question.

Test Reviewing

- Whether the test is open or closed book. Did you know that closed book is easier than open book?
- Closed book questions are usually more straight forward.
- Open book questions are usually application-type questions and require critical thinking. So, you should be familiar with your book and notes in case you need to reference material.

Test Reviewing

- The origination of the questions: textbook, class notes, study guide, etc.
- Any needed materials; for example, calculator, dictionary
- How the test will be scored; in other words, how many points for each type of question.

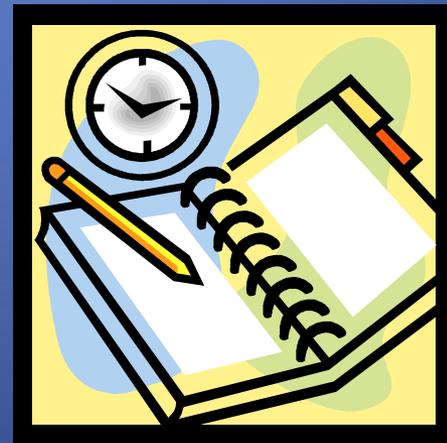


Plan Your Review Time

- Study more difficult concepts first because they always take more time.
- Plan enough time to review so you will not have to “cram” your information into your short-term memory at the last minute.
- Write out a time line for studying and allow twice the amount of time you think you will need to study because something always comes up to interrupt study time.

Plan Your Review Time

- Plan to study in a quiet, well lit place (that has all of your needed supplies) every time so that your mind will automatically be geared to study and not to sleep, eat, or watch TV.
- Study when you are **MOST ALERT**. If tired, get some sleep and then get up early to study each morning if needed.
- Plan 1 hour study sessions with 10 minute breaks between subjects.



Actual Review

- You must look at something at LEAST 7 times before it BEGINS to get into your long-term memory.
- The gradual input of information over many days is what will imprint it on the long-term memory. Reviewing many times in one day will only feed your short-term memory.
- If you recognize the possible answers to a question, but you can't quite remember which answer is the better one, you have fed your short-term memory.
- If you have fed your long-term memory, you should be able to tell yourself the answer to the question BEFORE even looking at the answer choices.

Actual Review

- Don't just memorize the material; study for understanding.
- You must know something from different angles so you can answer application-type questions.
- If you don't recognize something because the instructor came at it from a different angle to the way you studied it, you don't really know the subject!

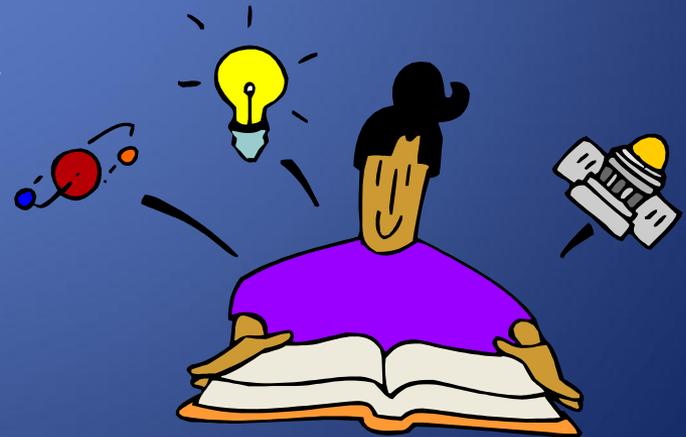
Actual Review

- Outline, skim, or summarize your textbook or class notes.
- If available and if studying for a cumulative test, you can review old tests and/or quizzes. The questions are usually changed, but it will help to review the material again.
- Using a study group can be helpful for review IF you know your material well.



Actual Review

- Review your notes, note cards, study guides, etc.
- If given “possible” questions on the test, prepare the answer to each question and know that material.
- Get a good night’s sleep and eat a nutritious breakfast before the exam.
- Think positively!



Taking the Test

- Listen to the instructor's directions.
- Read the directions carefully and check to see if they change in the middle of the test.
- Survey the test to find out how many questions there are, where to put answers, if there are questions on the back of each page, how many points for each type of question.



Taking the Test

- Answer the easiest questions first. They can sometimes give you clues to the answers to other questions.
- One instructor said that if students could answer his multiple choice questions correctly, they could answer his discussion questions because the multiple choice questions gave clues to the answers of the discussion questions.

Taking the Test

- Answer all questions because sometimes instructors will give partial credit.
- Cover answers to avoid being accused of cheating.
- Plan how much time you can spend on each question based on the total amount of time that is given to take the test.



Taking the Test

- Check your answers as you have time, but be careful before attempting to change your answers.
- Be neat. Sometimes that can get more points.
- If given the chance, study the correct answers to questions that you missed so you can learn from your mistakes.



Clues to Answers for Different Types of Questions

True/False Questions:

- Every part of a statement must be true to be considered true.
- Statements that are absolute and leave no room for exceptions are usually false. Ex. ALL people love ice cream. Examples of absolute words include all, every, none, always, never, best, worst, everybody, nobody.

Clues to Answers to Different Types of Questions

- Statements that contain clue words that restrict meaning are usually true. Examples of restrictive words are many, most, some, few, often, usually, sometimes, seldom.
- When you have a negative statement, the negative words and prefixes can be taken out to get the true meaning of the sentence. Then put the negative words or prefixes back into the statement and decide if it is true or false. Examples of negative words are cannot, not; examples of negative prefixes are dis-, il-, im-, in-, non-, and un-.

Clues to Answers of Different Types of Questions

Matching Question Tips:

- To save time, read a definition and match to the correct term.
- Answer by process of elimination, crossing out matched items as you go.
- Answer the easiest ones first to give you clues to the harder ones that are left.

Clues to Answers of Different Types of Questions

Multiple Choice Tips:

The best way to know the right answer is to have “fed” your long-term memory.

If you were only able to feed your short-term memory, here are some clues to help you pick the right answer:

1. Answer should agree grammatically with the question.

Clues to Answers of Different Types of Questions

Multiple Choice Tips (continued):

2. Eliminate the obviously wrong answers first.
3. The most general choice is 'usually' correct.
4. If choices contain opposites, usually one of them is correct.
5. If there is a range in value of choices, the middle value is usually correct.

Clues to Answers of Different Types of Questions

Essay Question Tips:

- If your instructor gives you a list of 'potential' essay questions, prepare and memorize the answers to all of them! This is the easiest way to making an A on a test!
- Read the question carefully and thoroughly.
- Answer all parts of the question to the best of your ability.

Clues to Answers of Different Types of Questions

Essay Question Tips (continued):

- Use the type of answer needed to answer the question Ex. A listing, a summary, a comparison, etc.
- Write neatly. Neatness will sometimes make the grade higher.
- Use an erasable ink pen, if allowed.
- Write a well-organized answer. Ex. Make your major points stand out, summarize your answer, etc.

Clues to Answers of Different Types of Questions

Essay Question Tips (continued):

Lastly,

- Always write complete answers.
- Always proofread your answer, checking for spelling and grammatical errors.



Clues to Answers of Different Types of Questions

Problem Test Tips:

This applies to math questions.

- WITH your instructor's permission (so you won't be accused of cheating), write down any formulas, equations, or rules at the top of your test.
- Answer the easiest questions first. They can give you clues to the other answers.
- Don't spend much time on harder questions until you have answered all of the ones you know well.



Clues to Answers of Different Types of Questions

Problem Test Tips (continued):

- Show all the steps in your work
- Clearly identify your answers and make sure you have converted answers to their proper measurement, Ex. mg, mm, km
- Recheck your answers in reverse order to make sure it agrees both ways. Remember, math is logical and you should be able to look at it from different angles and come up with the same result.
- Turn in all work. Some instructors give partial credit.

The Secret

To sum up, the “secret” to being relaxed while taking a test is to feed your long-term memory. If you know your material thoroughly, even if nervous, you will be able to relax and refocus so you can complete the test successfully.



The End

This concludes this workshop. We hope that the material has been helpful to you.

Please print, fill out, and return the evaluation (located on the TRiO webpage) to Patricia Nicholas, Rm. 114, Bldg. B; Kayla Owens, Rm. 110, Bldg. B; or Tawanie Shanks, TRiO lab, Bldg. B.

