

# Test Taking Skills - Part I

## How Do I Show What I Know?

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### Review Schedule

#### One Week

- Gather ALL materials together
  - Lecture notes
  - Textbook marking
  - Old exams
  - Homework
- Divide up into logical portions
- Set goals for each course

#### Each Day

- Review previous material
- Study a new portion

#### Day Before Exam

- Compose and master study guide
- Take practice exam

#### Day of the Exam

- Final review of study guide
- Go to exam confidently

**Cramming? Reduce to smaller amount and *MASTER***

#### Review Schedule

Weekend	Monday	Tuesday	Wednesday	Thursday
Gather Materials	Review 1 & 2	Review 1,2,3 & Notes	Compose & Master Study Guide	Final review of Study Guide
Study Chapter 1 & 2 Notes	Study 3 & Notes	Study 4 & Notes	Take Sample Test	Go to test confidently

## Maintain A Positive Attitude

- Don't overplay the exam's importance
- Plan future orientation
- Set up a post-exam reward
- Rehearse positive statements

## Self-Talk

Negative	Positive
Anxious	Task-oriented
<i>At Home</i>	<i>At Home</i>
Math has never been a strength for me. I'm never going to pass this exam.	Math has never been a strength for me. But if I practice and ask questions I should be okay.
<i>In Exam Room</i>	<i>In Exam Room</i>
This is a dumb question. It's impossible I'll skip it.	This is harder. I'll jot down a few ideas and come back to it.
The others are finishing. They'll probably get 'A's'. I'm gonna flunk out.	The others are finishing. That's okay, I'll go back to #3. Some of the answers are coming back.

## Test Taking Skills

### DAY OF THE EXAM

- Review your study guide. Don't cram.
- Study Deeply
- Engage in a relaxed activity the last hour or two before the exam
- Be prepared with necessary tools
- Avoid peers that are "anxiety generators"

### DURING THE TEST PERIOD

- Survey the entire exam
- Start with the easiest question(s)
- Focus on content rather than feelings
- Read the directions carefully

## THE TYPE OF TEST DETERMINES HOW I WORK THROUGH AN EXAM

### MULTIPLE CHOICE

- Read the stem carefully
- Recall the correct answer
- Read every option -- Remember you are usually looking for the BEST answer.
- Compare each option to what you know is the right answer
- Do not change answers unless they are obviously wrong

### ESSAY

- Again read directions and ALL questions carefully
- Briefly outline answer in margin
- Answer the question clearly and directly
- Use appropriate terms
- Support with examples and facts

### AFTER THE EXAM

- Reward yourself
- Learn from the exam by searching for a pattern to your errors
- See your professor

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