Test Taking Skills - Part I
How Do I Show What I Know?

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

<table>
<thead>
<tr>
<th>Weekend</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gather Materials</td>
<td>Review 1 &amp; 2</td>
<td>Review 1,2,3 &amp; Notes</td>
<td>Compose &amp; Master Study Guide</td>
<td>Final review of Study Guide</td>
</tr>
<tr>
<td>Study Chapter 1 &amp; 2 Notes</td>
<td>Study 3 &amp; Notes</td>
<td>Study 4 &amp; Notes</td>
<td>Take Sample Test</td>
<td>Go to test confidently</td>
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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

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

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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