



Test Preparation

“The keys to success aren’t much good until one discovers the right locks in which to insert them.” -Chinese Proverb

Preparing for the Test

- Take note of how many exams are scheduled and how far apart they are
- Ask your professor questions about exams on the first day of class so you can adjust how to study: What kind of exams are given (objective, essay, multiple choice, true/false, varied)? How many of each type of question? How much time is given for the exam?
- Break down reading assignments into two/three parts each week
- Allow time for daily review of notes and highlighted areas of text
- Allow for time to create term and definition cards
- Break down test material between study group members and allow for one or two review days
- Create test questions to help you actively think about the exam
- If you have a lot of exams for one class with little time between them, you may need to remember more detail
 - You may have to read entire chapters per study block
 - You should immediately set up study groups and delegate chapters to each group member to outline
 - Create study tools for recall
- Take advantage of essay prompts or test questions your professors give you before the exam
 - Answer them in full while you study and review them before the exam

Day of the Test

- Get to class a few minutes early to settle in and not feel rushed
- Before you start the exam, look at the entire test. How many multiple choice, short answer, and essay questions are there?
 - Plan how you will break down your exam time. If you have 60 minutes for a test and there are 20 multiple choice, 10 short answer (fill in), and one essay, how much time will you need for each section? 30 seconds per multiple choice, one minute per short answer, five minutes to plan your essay, and 25 minutes to write your essay.
- Start the exam and go through and answer the questions that are easy and familiar to you.

- If you get to a difficult question you don't know the answer to, circle the number and move on
- If you are unsure of your answer, put a check next to it and move on
- The more you answer, the more confident you become. At the end of the exam, go back and answer those you are unsure of or fix those you checked if there is time.
- Answer multiple choice first because these questions hold varied information that may answer fill in or essay questions.
- If you were given the short answer or essay prompts in advance by the professor, then you should complete those sections first while they are fresh in your mind.

After the Test

- When tests are returned look it over to check there are no grading mistakes
- Ask questions about questions you got wrong
- If the professor reviews in class, take notes on what the teacher wanted for an answer you got wrong
- If you aren't satisfied with your grade, talk with your instructor to see where you could have done better or if there is a make-up exam or extra credit