Test Taking Tips

Here are some tips to help you be more successful:

- Keep a positive attitude during the test and try to stay relaxed. If you start to feel nervous put your pencil down and take a few deep breathes to relax.
- Flip through the entire test quickly to see what kinds of questions are on it (i.e. multiple choice, short answer, essay, T/F, etc.) so you can estimate how long you will need to spend on each section to be completed on time.
- Do the easiest problems first. This will help build your confidence.
- If you don't know an answer right away (during the first go-through of the test), skip the question and mark it so you know you will need to go back and answer it at the end. Sometimes answers come later in the test by clues in other questions.
- Before guessing, try to eliminate one or more of the choices.
- Answer all questions.
- Always read the whole question carefully, don't make assumptions about what the question might be asking.
- Ask the instructor for clarification if you don't understand what the directions are asking.
- Write legibly on the essay question. If the teacher can't read what you wrote they will most likely mark it wrong.
- Write as much as you can on all short answer and essay questions. This way you may be able to at least earn some points, even if you aren't really sure of your answer. It also helps because even if some information is wrong, the teacher can see that you do know about the topic and you may keep a few points for effort and/or with the comparison of your right vs. wrong information seeming less because of the amount of information included.
- Don't worry if other students finish before you; focus on the test in front of you.
- Keep your eyes on your own paper. You could appear to be cheating and cause unnecessary trouble for yourself. If you need to look elsewhere to "take a break" to think of an answer, look up at the ceiling.
- When you think you are done, if there is time, check over your test completely to make sure you answered all of the questions thoroughly.

Reducing Test Anxiety

Test anxiety is when a student excessively worries about doing well on a test. This can become a major hindrance on test performance and cause extreme nervousness and memory lapses among other problems. The following tips should help:

1. Be well prepared for the test, this is the best way to reduce test anxiety.
2. Try to maintain a positive attitude while preparing for the test and during the test.
3. Exercise the day before and get a good night's sleep.
4. Eat a healthy breakfast the morning of the test.
5. Show up early, so you don't have to worry about being late.
6. Stay relaxed, if you begin to get nervous take a few deep breathes slowly to relax yourself and then get back to work.
7. Arrive to that class as soon as you can so you can get comfortable, sharpen your pencil, make sure you have everything you need, etc. so you won't feel rushed before the test begins.
8. Use time before a test (i.e. before school, in an earlier class, as soon as you get to class, etc.) to review your notes, etc.