# Make the Grade
**General Test Taking Tips**

# Tips Before, During, and After the Test
*Here are some tips you can implement to help you through tests. Try implementing these techniques to make the grade!*

## Before
- ✓ Start to prepare for the test as soon as the test date is announced
- ✓ Know what format the test is in and what it will cover
- ✓ Make a study plan – make a list of all material, and break down into small, daily tasks
- ✓ Study actively – make study guides, flashcards, form a study group, etc.
- ✓ Ease test anxiety by doing practice tests in a test situation with time constraints and a quiet room
- ✓ Get a full night of sleep the night before the test - 'all-nighters' just make you tired and less focused
- ✓ Eat normal meals, exercise, and take breaks while preparing for the test

## During
- ✓ Get to the classroom early to sit in your usual spot, or a spot where you can avoid distractions (like people leaving or talking)
- ✓ Don't try to 'swap knowledge' with classmates at the last minute it can add to anxiety and confusion
- ✓ Gain confidence by answering a few easy questions first
- ✓ Take as much time as you are allowed and take time to review the entire test before you turn it in

## After
- ✓ Count the points to be sure you were awarded correctly
- ✓ Analyze the test: why were there better answer choices?
- ✓ Meet with professor to get help with problem areas
- ✓ Think about your study techniques: what worked and what didn't for this course's test?
- ✓ Don't make the same mistakes twice – figure out how to study smarter before the next test

**Adapted from:** The Academic Skills Center At California Polytechnic State University

# Test Taking Tips to Make the Grade

## Survey

- Preview the test quickly, looking for types of questions, length of test, etc.
- Assign times to questions based on grade weight.
- Read directions carefully and ask for clarification if needed.

## Get Involved

- Answer what you know.
- Keep moving; don't get 'hung up' on tough questions.
- Identify key words.
- Follow your intuition; your first choice is probably right.

## Evaluate

- Review answers; but don't change them unless you are sure!
- Check the test carefully; look for missed questions.
- Note how questions are phrased, the origins of test questions: can you be better prepared for next test?

## General Test Taking Tips

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| **Multiple Choice** | Cover answers, read the question, recall info, and check answer choices one by one. |
| **Fill-In-The Blank** | Use the synonym if you don't remember exact word. |
| **True-False** | If any part of statement is false, the whole statement is false. |
| **Matching** | Mark easy ones first, and read through all possibilities each time |