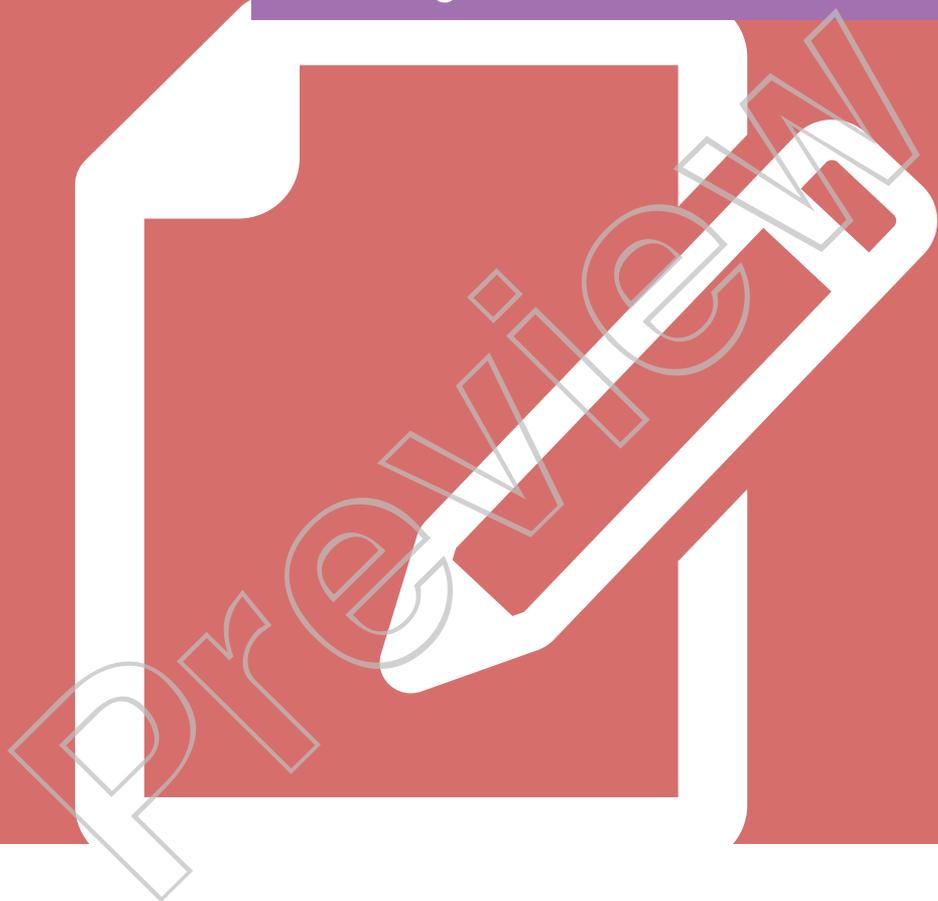


# Test Taking

Ace your tests

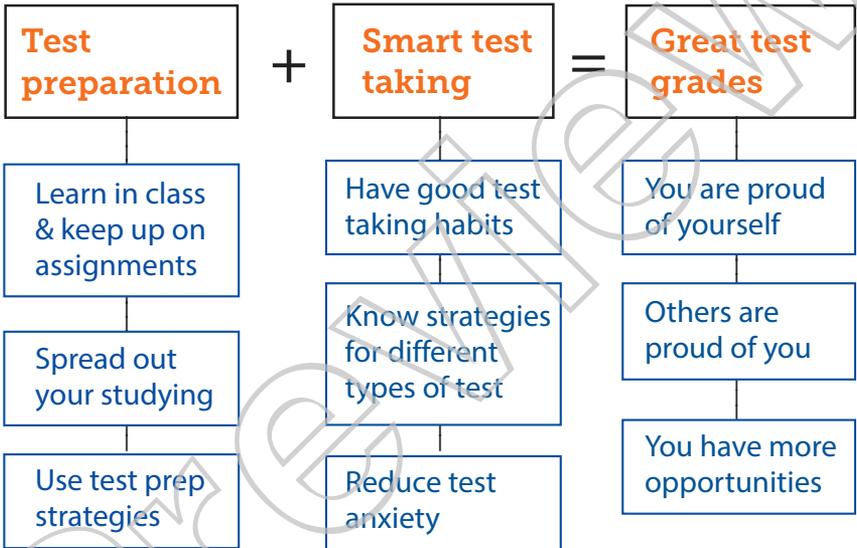


**Activities to help you prepare for and do your best on quizzes and tests**

# Test Taking

To do well on the tests you take in school, you need to know the material and be prepared. You also need to know strategies that will help you get the best grades possible. You need to be a smart test taker!

If you prepare well and use smart test taking strategies, you are certain to get great test grades.



In this booklet you'll find some helpful test prep and test taking strategies, and some tips on how to reduce test anxiety.

**How are your test taking skills?**

**Take the survey on the following page and find out.**

# Test Taking Survey

Read each question and check the boxes that best describe you.

	Almost Always	Some- times	Hardly Ever
1. I use all the time I'm given when taking a test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I study enough to feel prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. As soon as I get my test, I write anything I want to remember at the top.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I get a good night's sleep the night before a test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Before I begin, I quickly look over the test and plan out how much time I will spend on each question/section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I organize my ideas before answering an essay question.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I am happy with my test grades.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. If I have time, I check all my answers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Survey Results

Give yourself 2 points for each **Almost Always**, 1 point for each **Sometimes**, and 0 for each **Hardly Ever**.

**Your Score** \_\_\_\_\_

**13 - 16 Points** - You have good test taking skills.

**9 - 12 Points** - Your skills are OK, but they could be improved.

**0 - 8 Points** - Your test taking skills need a lot of improvement.

# Prepare for tests

The way you prepare for tests has a great deal to do with how well you do on them.

Think about the last time you prepared for a test.

1. When did you study for the test? (Check all that apply.)

- |  |  |
|--|--|
| <input type="checkbox"/> Over several weeks  | <input type="checkbox"/> Right before the test |
| <input type="checkbox"/> Over several nights | <input type="checkbox"/> All of the above      |
| <input type="checkbox"/> The night before    | <input type="checkbox"/> None of the above     |

2. What study techniques did you use? (Check all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> Reviewed class notes   | <input type="checkbox"/> Studied with a group        |
| <input type="checkbox"/> Went over the textbook | <input type="checkbox"/> Got quizzed by someone else |
| <input type="checkbox"/> Made flashcards        | <input type="checkbox"/> I didn't study              |
| <input type="checkbox"/> Something else: _____  |  |

3. How did you do on the test?

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4. How can you better prepare for future tests?

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## Test preparation tip - Engage your senses

For many students, simply rereading material isn't enough to remember it. Try making flash cards or colorful PowerPoints with your class notes—or record yourself reading notes and textbook passages and listen to the recording. How might you engage your senses to study in the future?

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# Types of tests

Different types of test questions require different strategies. See if you can answer the following questions on test-taking strategies correctly.

## Multiple Choice

1. When answering multiple choice questions, it's best to
  - a. try to come up with the answer in your head before you look at the answer choices.
  - b. choose c if you don't know the answer.
  - c. if you're not sure of the answer, cross out the choices you know are wrong and make an educated guess.
  - d. both a and c.
2. If you get stuck on a question or problem
  - a. keep working until you figure it out.
  - b. skip it.
  - c. mark it and come back to it.
  - d. choose c.
3. When answering essay questions, it's best to start with
  - a. the easiest question.
  - b. the hardest question.
  - c. the first one.
  - d. any question. It doesn't matter which one you start with.
4. When answering a math problem, you should
  - a. not worry about showing your work.
  - b. spend as much time as you need on each problem.
  - c. estimate the answer before beginning the problem.
  - d. all of the above.

# Types of tests

## True/False

1. True/false questions with absolute words like *all*, *always*, *never*, *every*, and *none* are usually true. TRUE FALSE
2. True/false questions with words like *usually*, *often*, and *sometimes* are typically true. TRUE FALSE
3. If any part of a true/false question is false, the whole statement is false. TRUE FALSE
4. If you don't watch out for statements with double negatives, you won't get the right answers. TRUE FALSE

## Open Book

### For open book tests

- a. write down all the information you know you'll need on one sheet.
- b. put self-stick notes in your textbook to help you locate information
- c. highlight your notes.
- d. all of the above.

## Test-Taking Tips

- ▶ As soon as you get your test, write memory clues and anything else you want to remember at the top.
- ▶ Look over the test and make a plan. This will ensure that you don't run out of time.
- ▶ Don't spend too much time on any question or problem. Mark it and come back to it later.
- ▶ Check your answers and use all of the time you're given.

# Test anxiety

A little anxiety before a test improves your concentration. Too much worry, or test anxiety, can lower your test scores. Having test anxiety is like not having the password to your computer. The information is there – you just can't get to it.

**On a scale of 1–10, rate your test anxiety.**

1 ··· 2 ··· 3 ··· 4 ··· 5 ··· 6 ··· 7 ··· 8 ··· 9 ··· 10

I get so nervous before a test I feel sick.

I feel calm and confident before tests.

If you circled 1 – 7, the following tips may help you reduce test anxiety.

- ▶ Start studying early. Cramming only increases test anxiety.
- ▶ Replace negative thinking with thoughts that are positive.
- ▶ Mentally practice going through the test and receiving the grade you want.
- ▶ Walk into the test with your head up and your shoulders back. Tell yourself that you're ready, and that you're going to do fine.
- ▶ Try these relaxation techniques:
  1. Take a deep breath. Then slowly release your breath, along with any tension. Do this until you feel your body relax.
  2. Start at the top of your head, flexing, and then relaxing each part of your body.
  3. Think of a place where you feel relaxed and calm. Close your eyes and visualize being there.

What can you do to reduce test anxiety and feel more confident?

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# Improve your test taking skills

## Prepare as you go.

If you pay attention in class, take good notes, and do all of your homework, studying for tests will take less time and effort—and your test grades will be higher.

What can you do to better prepare for tests?

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## Have good class notes.

Since most test questions come from material that's been presented in class, your class notes are your most valuable test prep resource. Class notes that are complete, neat, and organized make preparing for tests much easier.

What can you do to improve your class notes?

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## Prep your mind and body.

Get enough sleep the night before a test so that you're well rested, and get up early enough to eat a good breakfast. Also, visualize success. Imagine yourself confidently taking the test and answering the questions correctly.

How can you better prepare your mind and body for tests?

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*"If we did all the things we are capable of doing, we would literally astonish ourselves."* Thomas Edison