TEST TAKING TECHNIQUES
This subject depends upon how well you READ your NOTES and your TEXT.

This technique begins the day you buy your book and the day you start CLASS.

You need to get your text right away to avoid getting behind in your reading.

This is also when you should begin to READ ACTIVELY.

Read with a pen or pencil in and quiz yourself about what you already understand as you read along.
UTILIZE RESOURCES RIGHT FROM THE START

1. Library - learn where resources are & learn how to use the computers.

2. Talk to students who can be objective about a class, so you know what to expect.

3. Check to see if there are study questions on file in the library or LRC.

4. Form a study group - shared information helps test what everyone understands, but the group must be focused on course content.

5. Use the LRC - Learning Resource Center Room 101 for assistance in study skills, test taking, specific course work, word processing, and software in AnP, bio, chem, grammar, math, nursing, OTA, psychology, sociology.
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<th>TEST ANXIETY</th>
<th>FACE YOUR FEAR</th>
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<td><strong>Causes</strong></td>
<td><strong>Reducing anxiety</strong></td>
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<td>Trying to meet other’s expectations.</td>
<td>Set your own goals and live up to them.</td>
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<td>Allowing grades to determine self-worth.</td>
<td>Stress performance and effort over grades.</td>
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<td>Inadequate preparation &amp; guilt.</td>
<td>Not prepared ok keep your goal in sight and decide to do better.</td>
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<td>Feeling helpless having no control over what happens.</td>
<td>Develop an internal locus of control. Improve your study habits.</td>
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DEALING WITH TEST ANXIETY

Before the test – study from day 1

Approach the test/quiz/exam with confidence because you have been studying from Day 1.

Allow plenty of time to do the things you need to do before the test.

Before test eat fresh fruits vegetables. Avoid stressful foods – caffeine drinks, heavily sugared treats – can heighten anxiety.

Arrive a little early to relax (Do not listen to other students’ discussion of the test, talk about anything else.)
DO NOT review at the last minute
DO Read the directions carefully
DO Look over the test, quiz exam
DO Change sitting positions
DO Budget your time

Answer easy questions first (definition, comprehension)
Answer more difficult or complex.
Blank mind – any question you know the answer to
Essay write anything on the subject that comes to mind. Revise your ideas after.

Review the test to make sure all answers have been recorded.
DO NOT CHANGE YOUR ANSWERS.
Remember – generally, the first person done, does not usually get a higher grade.
Real ANXIETY is in NOT BEING PREPARED

By studying as you go every day not only you will develop your confidence but also an understanding of the material. You must, however, find out what works for you and then follow that through. Be consistent and most importantly.

DON'T GIVE UP! Learning all the things from the courses that students have to learn can't be done over night--; it is a process like all GOOD HABITS.
Before the TEST
Anticipate Pay attention:
• to study guides
• in class just prior to exam
• to visual and verbal cues

Generate a list of possible test questions & answer them.

Ask other students (those who work as hard as you do) what they have been reviewing for test.
Organize

Begin reviewing early - day 1.

Plan for short daily review sessions.

Read text assignments before lecture.

Review notes asap after lecture.
Create study check lists
Create summary notes
Create flash cards
Break up the areas into manageable sections.

Study the most difficult material when you are alert the most.

Identify concepts (no more than 5 at a time)
  define comprehension analysis application evaluation
TRUE/ FALSE TESTS
1. Every part of a true sentence must be true
2. If any part is false the whole sentence is false
3. Negative statements no, not, cannot - drop the negative and read what remains
4. Is it true or false?
5. Qualifiers restrict or open up general statements
   sometimes often, frequently, ordinarily, generally, possibility, of making more accurate statements
   More likely to, reflect, reality, usually, indicate…
6. Absolutes – no, never, always, every, entirely, only

Statement must be true 100% of the time
SHORT ANSWER
1. Categorize material
2. Use grammatical clues
3. Condense information to summary size.
4. If you think it can be more than one answer think again.

Clues:
What it is.
What it does.
What happens when it doesn’t.
OBJECTIVE TESTS

1. Anticipate the answer rather than looking for it -- cover up the choices.
2. Answer all questions you know first.
3. Consider all the alternatives --- read them all very carefully.
4. Use logic - what really makes sense and what doesn't.
5. Use information from other questions & options – other questions can give clues or answers.
6. Presume a statement is false if it has absolute words (all, always, must, never, indefinite, hardly); if part of the answer is false, all of it is false.
7. Balance points against each other - best choice for the main reason.

8. If there is no penalty for guessing -- guess -- when guessing avoid answers that repeat important words from the question or unfamiliar words. If one answer is longer than the others it is more likely to be the correct choice.

9. If all choices seem correct go with your first reaction, best-educated hunch.

10. If you don't know or are really unsure put a mark and come back to it later. It is better not to go over the entire test – you tend to start second-guessing & change right answers to wrong answers.
ESSAY TEST
1. Read through the questions once before beginning.

2. What terms are being used to ask the question

Compare  Contrast  Criticize  Define  Describe
Diagram   Discuss   Enumerate  Evaluate  Explain
Illustrate Interpret Justify  List      Outline
Prove     Relate     Review    State    Summarize
Trace

3. Budget time
4. Write down the key words
5. Outline what you need to write