

General Tips on Test-Taking Techniques

Study with a Purpose

Ask yourself: What kind of test will I take? What is the best way to study for this test?

Find out if you are responsible for details, names, description, or definitions and study accordingly.

Relate information in the text and your notes to your own experience out of school.

Practice actively what you will be doing on the test. Write, if the test calls for writing; supply examples, if the test calls for them.

As you read, note what is unclear. Look it up and/or ask the instructor about it.

To Remember Information:

Practice recalling. Don't just reread.

Use study cards.

Use memory devices, such as words made up from the first letters of the items you must recall.

Review frequently for tests during the term.

Two days before the exam study hard. Review all information previously learned.

The night before the exam review leisurely.

On Exam Day

Be well rested.

Be confident. A positive attitude can only be an asset.

Get to the exam early.

Be cautious if you discuss the exam with others. They may only confuse you.

Choose a seat with few distractions, for example, near the front where people won't interrupt you when they move around.

Taking the Test

Read all of the directions; do sample questions carefully.

Schedule your time. Allot the most time to the questions worth the most points. Leave time at the end to go back and review your answers.

Pace yourself. Go rapidly through the test answering all the easy questions. Mark the difficult questions and return to them after you have finished the test.

Read carefully for cue words, underline them.

Guess, rather than leave blanks, if you are not penalized for it.

Review the exam before handing it in.

When the Test is Returned

Ask the instructor to go over it.

If you don't understand why an item is marked wrong, ask the instructor.

Ask yourself how you can do better.

Adapted from: *Making it in College*, by Colleen Cooper, et al., Michigan State University, 1977.