

Study Skills

Test-Taking Tips

Get Settled	5, 4, 3, 2, 1 Grounding method - Name 5 things you can see - Name 4 things you are touching or can touch - Name 3 things you can hear - Name 2 things you can smell - Name 1 thing you can taste Be comfortable but keep test private
Glance Over the Entire Test	- How will you use the time – one step at a time to keep from being overwhelmed - Plan: do the easiest first and/or highest point values - Leave the time-consuming, unknown, and lowest point value questions for the end
Memory Dump	Write down the things you will need and had to memorize - Formulas you'll need - Concepts you want to remember - Vocab you will need
Read Carefully	- Whole question – not uncommon for college tests to have more than one question in a single question - Do not make assumptions about a question – if it doesn't make sense, ASK
Pace Yourself	Do not linger on a question – if the answer doesn't come quick, move on Do not worry if others finish before you If you know how the test will be set up, plan out your time Ex) 50 min. class. Test has 20 multiple choice, 10 short answer, 1 essay - 17 Min. for Multiple Choice - 15 Min. for Short Answer - 15 Min. for Essay - 3 Min. to look it over
Show as Much Work as Possible	- Math: show your work for every step: if your final answer is wrong, you still MIGHT get credit for some of the question - Essays: write an outline before writing the essay
Check Your Work	- Make sure everything is answered and answered fully - Proofread for careless mistakes - Review answers while reviewing questions – did you read the question correctly? Do you have more information from other questions on the test to add or change an answer?



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Question-Specific Strategies	
Multiple Choice	<ul style="list-style-type: none">- Answer it in your head before reading the possibilities- Read all the answers before selecting- Test each possible answer if you're unsure and eliminate incorrect answers
True/False	<ul style="list-style-type: none">- Read the whole statement carefully- Look for qualifiers (all/never/etc.)- Look for details (dates/facts/etc.)- Look for negatives (not/no/cannot/etc.)
Essay	<ul style="list-style-type: none">- Know what the question is asking- Talk to professor before and after an essay – you want to know what they look for in essays and what you missed after you do it- Outline your answer, nothing fancy, just enough to organize your thoughts/arguments and keep yourself focussed on the answer- Get to the point: essays on a test are not the time to mess around and repeat yourself; answer the question.- Write legibly- Write on one side of the page, so that you can add forgotten points on the back

