



# TEST TAKING TIPS

Amy Tucker  
Director of Academic Success  
[tuckera@uiu.edu](mailto:tuckera@uiu.edu)

# WHAT TO KNOW BEFORE YOU START TO STUDY...

## ▶ Exam

- ▶ What type of exam?
  - ▶ Objective (multiple choice, T/F, short answer)
  - ▶ Essay
- ▶ Number of questions

## ▶ Yourself

- ▶ How do you learn best?
- ▶ Include retrieval practice/forced recall that works for you



# 5-DAY STUDY PLAN

- ▶ Space out your review
- ▶ Divide material so you study in chunks
- ▶ Active learning strategies
- ▶ Use self-testing techniques



# SET UP A PLAN

- ▶ Think about how much time you will need (college exams cover 10-20x more than high school tests)
- ▶ Much more effective to study in chunks than cramming the night before
- ▶ Count backwards from exam date to determine when to start preparing
  - ▶ Friday exam → start preparing the Sunday before (if not earlier)



# DIVIDE UP MATERIAL

- ▶ List chapters, lecture topics, and outside readings for unit
- ▶ Divide as evenly as possible
  - ▶ (e.g. if four chapters then devote one chapter for each of the first four days and leave the fifth day for a final review)
  - ▶ Review lecture notes with the chapter they correspond with



# STUDY THE OLDEST MATERIAL FIRST

## ▶ Sample 5-Day Study Plan

### ▶ Wednesday

- ▶ Prepare Ch 1 (2 hrs)

### ▶ Thursday

- ▶ Prepare Ch 2 (2 hrs)
- ▶ Review Ch 1 (30 min)

### ▶ Friday

- ▶ Prepare Ch 3 (90 min)
- ▶ Review Ch 2 (30 min)
- ▶ Review Ch 1 (15 min)

### ▶ Saturday

- ▶ Prepare Ch 4 (1 hr)
- ▶ Review Ch 3 (30 min)
- ▶ Review Ch 2 (15 min)
- ▶ Review Ch 1 (10 min)

### ▶ Sunday

- ▶ Review Ch 4 (30 min)
- ▶ Review Ch 3 (20 min)
- ▶ Review Ch 2 (10 min)
- ▶ Review Ch 1 (10 min)

- ▶ **MONDAY—EXAM** (studied 9:50)

# SAMPLE 5-DAY PLAN

	Wed	Thurs	Fri	Sat	Sun
Chapter 1	<u>Review</u> -Review re-highlighted material -Mark and recite study sheets -Recite word cards -Recite ? cards	<u>Review</u> -Make list of info still not known from text or study sheets—recite -Recite cards still not known -Make self-test ?s		VERY important to plan <i>actual</i> tasks rather than just write “study”	
Chapter 2	<u>Prepare</u> -Remark highlighting -Make study sheets -Make word cards -Make ? cards	<u>Review</u> -Review re-highlighted material -Mark and recite study sheets -Recite word cards -Recite ? cards	<u>Review</u> -Make list of info still not known from text or study sheets—recite -Recite cards still not known -Make self-test ?s		
Chapter 3		<u>Prepare</u> -Remark highlighting -Make study sheets -Make word cards -Make ? cards	<u>Review</u> -Review re-highlighted material -Mark and recite study sheets -Recite word cards -Recite ? cards	Don't re-read your notes and text...include other activities	

## Preparation Strategies

- ▶ Develop study sheets
- ▶ Develop concept maps
- ▶ Make word cards
- ▶ Make question cards
- ▶ Make formula cards
- ▶ Make problem cards
- ▶ Make self-tests
- ▶ Do study guides
- ▶ Re-mark text material
- ▶ Outline
- ▶ Take notes
- ▶ Summarize
- ▶ Predict essay questions

## Review Strategies

- ▶ Recite study sheets
- ▶ Recite word cards
- ▶ Recite question cards
- ▶ Practice writing formulas
- ▶ Work problems
- ▶ Take self-tests
- ▶ Practice study guide info out loud
- ▶ Do “missed” problems
- ▶ Recite main points from outline
- ▶ Re-create chart from memory
- ▶ Write essay answers from memory

# ACTIVE STUDY STRATEGIES

The background features a dark gray gradient with a light gray grid of dots. At the bottom, there is a decorative graphic consisting of a black horizontal band above a green shape that tapers to a point in the center, with white outlines.

# PREPARE WORD CARDS

- ▶ All tests have questions related to definitions
- ▶ Writing helps with memory
- ▶ Turn index cards into flashcards
- ▶ Can be used for almost any subjects
  - ▶ Names of people
  - ▶ Dates
  - ▶ Formulas
- ▶ Easy to transport—can study in between activities
- ▶ Practice ***out loud***

Stress

FRONT

Event that present difficult demands

BACK

December 7,  
1941

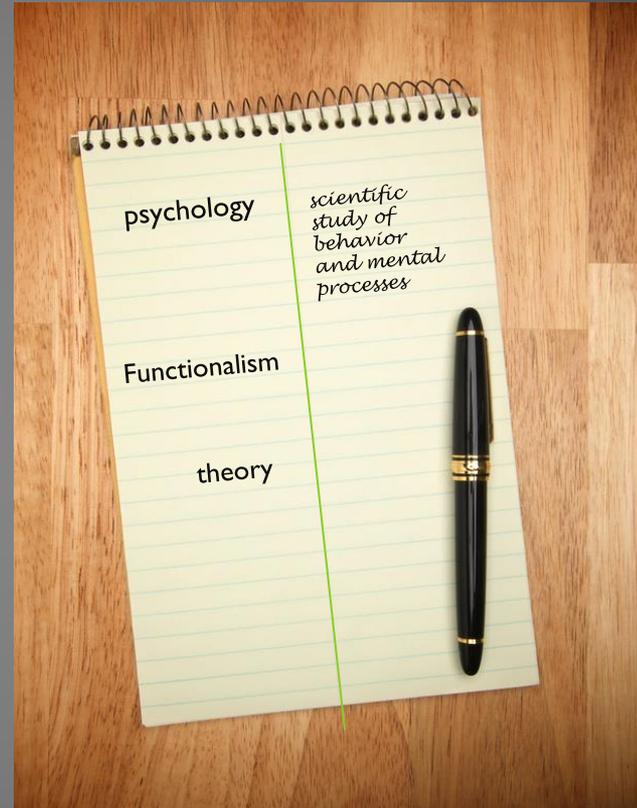
FRONT

Japanese surprise attack on Pearl Harbor during WWII

BACK

# USE WORD LISTS

- ▶ Similar to word cards, but in a list format
- ▶ Be careful—because lists always keep the words in the same order, these may hinder your learning



# MAKE QUESTION CARDS

- ▶ Predict information you think will be on the exam
- ▶ Helps to *understand* the material instead of just *recall*
- ▶ Use questions at the end of the chapter along with your own
- ▶ Practice aloud like you would flashcards

What were the relief measures of the New Deal?

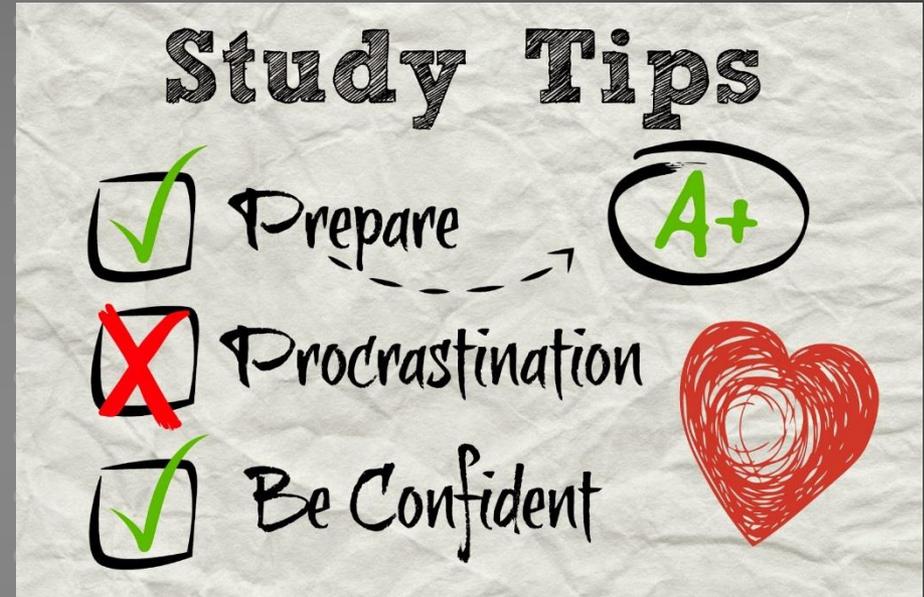
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1. Federal Emergency Relief Administration
2. Civilian Conservation Corps
3. Home Owners Loan Corp.

BACK

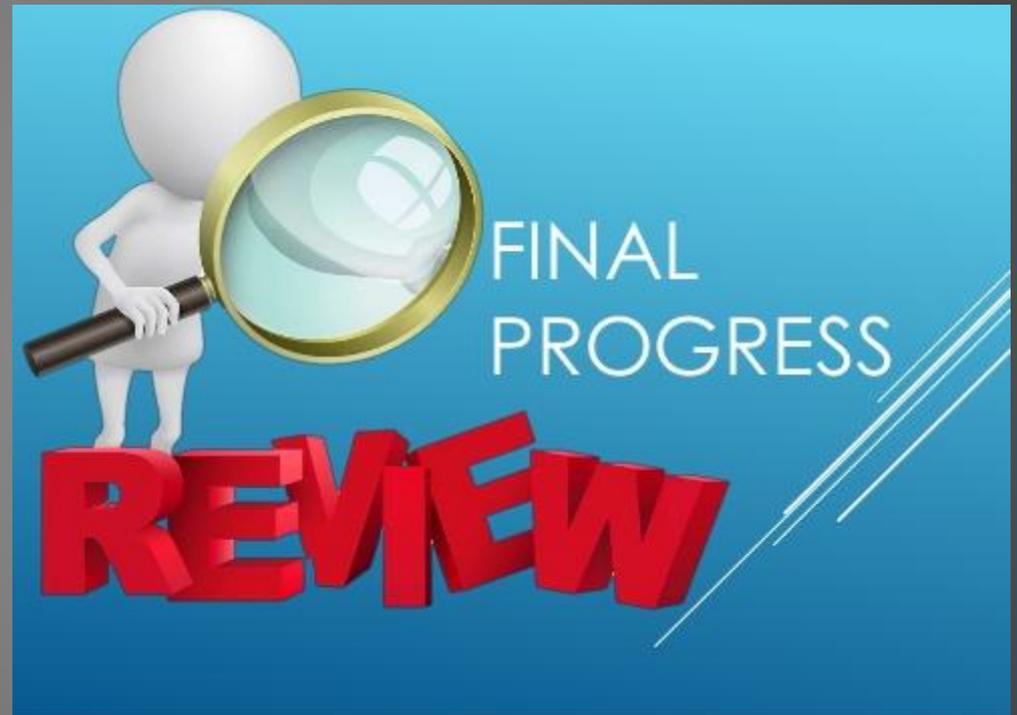
# OTHER TIPS

- ▶ Self-Tests or Study Guides
- ▶ Recite out loud
- ▶ Practice charts, diagrams, and maps
- ▶ Partner/Group material review
- ▶ Attend study sessions offered by instructors



# CONDUCT A FINAL REVIEW

- ▶ Make a list of 20 items you should know for the exam
- ▶ Use study guides
- ▶ Use old exams, quizzes, and assignments



# DURING THE EXAM

- ▶ Arrive early, take a few breaths, and **avoid** asking others about their study preparation and/or their confidence about the exam
- ▶ Once test arrives, jot down some quick notes in margins
- ▶ Read **all** directions
- ▶ Scan the entire test
- ▶ Start with the shortest, easiest questions first
- ▶ Maximize your score
- ▶ If you get stuck, move on and return to question later

How I felt  
studying



The trochlear  
nerve passes  
through the  
superior orbital  
fissure and  
innervates the  
superior oblique  
muscle of the  
eye.

How I felt  
during the  
exam



head  
shoulders  
knees and toes  
knees and toes

# MULTIPLE CHOICE

- ▶ Try to state the answer before looking at the choices
- ▶ Cross off answers you know are incorrect immediately
- ▶ Test each answer



# TRUE/FALSE

- ▶ Watch for absolute qualifiers (always and never)—these generally indicate a false statement
- ▶ Watch for negatives (not and cannot)—try reading the statement both with and without these terms
- ▶ Comb through details—watched for transposed numbers and facts that have been slightly altered



# MATCHING

- ▶ Cross out items that have already been used
- ▶ Match words that are grammatically similar (i.e. verb with verb)
- ▶ If words/phrases are similar, look for slight differences and make note
- ▶ Count the number of options in each column

<i>Premises</i>	<b>Column A</b>	<i>Responses</i>	<b>Column B</b>
___1.	Person who performs mysterious tasks no one understands	A.	Facilitator
___2.	Person who provides schooling for children	B.	Trainer
___3.	Person who enables a group to find solutions	C.	Instructional Designer
___4.	Person who instructs adults in a classroom.	D.	Meeting Organizer
		E.	Teacher

Image from <http://thelearningcoach.com/wp-content/uploads/2010/07/matching-item.png>

# ESSAY QUESTIONS

- ▶ Manage your time
- ▶ Pay attention to what questions is asking (i.e. compare or explain)
- ▶ Draft a quick outline of your major points
- ▶ Be conscious of your handwriting
- ▶ Leave space to add thoughts later



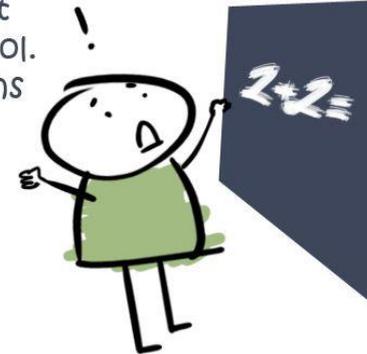
Image from <http://www.ibspro.net/wp-content/uploads/2008/07/essays.jpg>

# TEST ANXIETY

- ▶ A little tension is good...a lot is bad ☹️
- ▶ 2 components
  - ▶ Mental: thoughts and worries about test
    - ▶ Yell “Stop” (or think it)
    - ▶ Change your thoughts to something peaceful
    - ▶ Visualize success
    - ▶ Give yourself some encouragement
  - ▶ Physical: bodily sensations and tension
    - ▶ Take deep, relaxing breaths
    - ▶ Monitor your body, tell each part to relax
    - ▶ Guided imagery using all 5 senses
    - ▶ Exercise when you can before an exam

## Overcoming Test Anxiety

If you find yourself tensing and getting anxious during the test  
Relax; you are in control.  
Take slow, deep breaths



# POST EXAM

- ▶ Reward yourself!
- ▶ Get the correct answers so you can study them for next time.
- ▶ Review where things went wrong. Where and why did you lose points?
- ▶ Do you need more prep time?
- ▶ Do you need help with test anxiety? Study skills?

<https://www.youtube.com/watch?v=p60rN9JEapg>