

## TEST WISENESS

### GENERAL TEST WISENESS

1. The single most important thing you can do to improve your test-taking ability and to relieve anxiety is to STUDY.

Know WHAT to study

Know WHERE to study

Know WHEN to study

Know HOW to study

2. Be well-prepared. Go to class consistently; read textbook and other assigned materials; and study and memorize notes.
3. Plan a review schedule. Spread your review over a period of several days. Plan time for each course based on your general understanding and grade so far. Avoid cramming. Use the Four Day Review Plan.
4. Try a different approach for study—write your own test.
5. Use all available resources: study sheets, handouts, quizzes, and notes. Keep a loose-leaf notebook for each class so you can insert handouts, charts, etc. Date handouts and notes so they can be placed with the proper lecture.
6. Spend the night before the exam making a final review—DO NOT STAY UP LATE.
7. Attend to your nutritional needs. Avoid sugar, flour, caffeine, and greasy and acidic foods.

DO EAT a light breakfast of fruit (banana, cantaloupe, or apple), lightly buttered toast, and drink water. Do the same for afternoon or evening exams. Save blood for your brain and not for digestion.

8. Arrive early for the exam.
9. Read ALL of the directions on the exam over carefully before you begin. Listen for any oral directions by the teacher.
10. Budget your time.



## GENERAL TIPS BEFORE AN EXAM

- ❖ Have a positive attitude
- ❖ Attend to hunger
- ❖ Attend to health issues
- ❖ Get sufficient rest
- ❖ Wear proper clothing
- ❖ Restroom
- ❖ Select seating
- ❖ Bring supplies needed for exam



## OBJECTIVE TEST WISENESS

1. Be prepared to memorize a certain amount of material. Use the fact-study card system.
2. Take the necessary materials.
3. Budget your time. Look over the exam before you start. See how many questions. What kind of questions? How detailed is the test? Then plan a schedule.
4. Read the directions CAREFULLY and follow them. If you have questions, ask the teacher.
5. Answer the easiest questions first. Mark the hard questions and then return.
6. Answer ALL objective questions even if you have to guess. If you don't know the answer to a question, guess intelligently.
7. Circle or underline key words in difficult questions to help you focus on the central point.
8. Take advantage of the full time given.

### *Matching*

9. Determine whether any answers can be used more than once or whether there are more answers than questions.
10. Glance at both columns. Which has the longer entries? Look at that side first so you can save time scanning the shorter column for an answer.
11. Check off answers as you see them. Do not select an answer unless you are certain. Wait until you have reduced the options.
12. If you can't decide between two, put the same answer for both—you will get one right.

### ***True/False***

13. Use clues to obtain an answer. Watch for absolute and quibble words (qualifiers).
14. Simplify questions with double negatives by crossing out both negatives and determine the correct answer.
15. To be false, it has to be only partly wrong. Underline the portion that is false.
16. To be true, the statement must be totally true.
17. If you are not certain of the answer, guess on the higher side.

### ***Multiple Choice***

18. Read all the alternatives first before choosing an answer.
19. Read each stem and alternative as a true and false question.
20. Eliminate answers you know can't be correct.
21. Make sure the grammatical structure of the question agrees with your choice.
22. When you have no idea of the correct answer and must guess,
  - a. choose the longest answer, especially on teacher-made tests
  - b. choose the most complete and inclusive answer, or,
  - c. choose one of the two opposite statements
23. Answers with "qualifiers" are usually correct.
24. Answers with "absolutes" are usually incorrect.
25. If alternatives range in value, choose from the means and not the extremes.
26. If "all of the above" or "none of the above" are included only infrequently, consider them as potential answers.



### **ESSAY TEST WISENESS**

1. Learn the three basic types of essay questions: compare/contrast, trace, and discuss.
2. Know terms and write the kind of answer each question requires.
3. Predict your own test questions and then practice answering them.

4. Read questions thoroughly and decide which questions you will answer as part of previewing the test. Budget your time based on the number of points each question is worth. **MORE POINTS MEANS MORE TIME.** Be sure to allow time for both previewing and reviewing.
5. Do the easier test questions first.
6. Decide exactly what the questions are asking. Underline key terms in the questions themselves.
7. **THINK** and organize before you write.
  - a. Outline and jot down ideas for your answers.
  - b. Organize and present your answers with a thesis, body, and concluding statement. In your thesis, repeat essential parts of the question itself. Think of the thesis as the “answer” to the question (main idea), and the body as the “proof” of the thesis (supporting details).
8. Write legibly and **PROOFREAD** your answer before you turn your paper in.
9. If you run out of time, at least outline the major ideas.
10. Even if you aren’t sure of the answer, write something.

