






TEST PREPARATION I

Preparing for a test is somewhat like a distance runner preparing for a big race. If you don't take some time to limber up, find out about the course markers, and plan your race; chances are good that you won't do well—if you even finish. The following guidelines may prove beneficial in helping your prepare for your upcoming test.

GUIDELINES	ACTION PLANS
<p>1. Start preparing for tests the first day of class.</p> 	<ul style="list-style-type: none"> a. Find out how many tests will be given during the class. b. Find out how your instructor will weigh test results in total grade. c. Identify your instructor's "important message" cues and take notes accordingly.
<p>2. Compile up-coming test information on each new test.</p> 	<ul style="list-style-type: none"> a. Find out exactly what will be covered on the test (major headings used by instructor usually signal major test material). b. Find out what type of test: multiple choice, true/false, fill in the blank, matching, short answer, definition, essay; and how long it will be. c. Record test dates and time allowed. d. Find out about legitimate test aids, former test files, and/or tutoring sessions.
<p>3. Gather information for test.</p>	<ul style="list-style-type: none"> a. List all information to be covered on the test. b. Gather notes, handouts, and reading materials.
<p>4. Plan your study pattern.</p> 	<ul style="list-style-type: none"> a. Develop a schedule based on your time, type of test, and type of instructor b. Set up a book-to-note study plan. c. Progressively summarize and condense study material as test time nears. d. Allow sleeping and eating time. e. PRACTICE ANSWERING QUESTIONS.
<p>5. Before the test...</p>	<ul style="list-style-type: none"> a. Get to class 5 - 10 minutes early. b. Relax and breathe deeply. c. Visualize the test and answering all questions correctly. d. Concentrate—let your mind wander freely over material studied.