

Test Taking Tips and Tricks

Based on time of exam:

Before the Exam

- Go to class!
- Add in any tutoring or academic coaching appointments needed.
- Make a study plan using the 7-Day Study Plan.
- Study in a similar environment that you will be tested in if possible.
- Be sure to get adequate sleep the nights leading up to the exam.
- Eat well the night before and the morning of your exam.
- Arrive early to your exam location.
- Remind yourself that you are ready and confident!

During the Exam

- Don't forget to put your name on the exam.
- After getting the test, jot down a few things you do not want to forget.
- Read all the directions.
- Review the test quickly to see the overall flow.
- Ask the proctoring professor about questions that are unclear.
- If you aren't sure what the answer is, skip the question if you have time and come back.
- If you have time, review the exam before turning it in.
- Don't change your answers unless you are certain that your original answer was incorrect.

After the Exam

- Use the Post Test Analysis tool.
- Discuss with your professor areas you were confused on.
- Review any incorrect answers.
- Write down things that you would change about how you prepared or took the exam.
- Make sure that the exam score is recorded correctly.

Based on Type of Exam Questions:

True/False

- Beware of absolute words (never, always, all, and, etc.).
- If part of the statement is false, the answer is false.
- Beware of double negatives.

Multiple Choice

- Answer questions in order.
- Underline words that you feel are important.
- Eliminate the possibilities you know are wrong.
- Beware of changing your answers.
- Double check questions you are unsure of.

Essay

- Read all the questions at the beginning, and answer the easiest first.
- Jot down a quick outline to keep you on track.
- Re-read your answers.
- Keep track of time. If you run out of time, outline the remaining information.

Matching

- Skip the ones you are unsure of.
- Beware of changing your answers.
- Answer one at a time.

Problem Solving

- Write down important formulas at the beginning.
- Show all your work.
- Keep your handwriting clear and easy to read.
- Double check your work.
- Beware of negatives in the equation.