



# Test-Taking Tips and Tricks



## **Based on time of exam:**

### **Before the Exam**

- Go to class
- Add in any tutoring or academic coaching if needed
- Make a study plan using the 7-Day Study Plan
- Study in a similar environment that you will be tested in
- Be sure to get adequate sleep the night before
- 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
- Read all the directions
- Review the test quickly to see the overall flow
- After getting the test, jot down a few things you really do not want to forget
- Ask the proctoring professor about questions you're unsure of or you aren't sure what it is asking

- If you aren't sure what the answer is, skip the question and come back
- If you have time, review the exam before turning it in

### **During the Exam (Continued)**

- Don't change your answers unless you are certain that your original answer was incorrect
- Spend the most time on the sections worth more points

### **After the Exam**

- Use the Post Test Analysis or Post Test Review
- Discuss with your professor areas you were confused on
- Clarify any points you felt you had correct
- Write down things that you would change about how you prepared or took the exam
- Make sure that the exam score on Canvas is accurate





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## **Based on type of Exam:**

### **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, 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

