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.