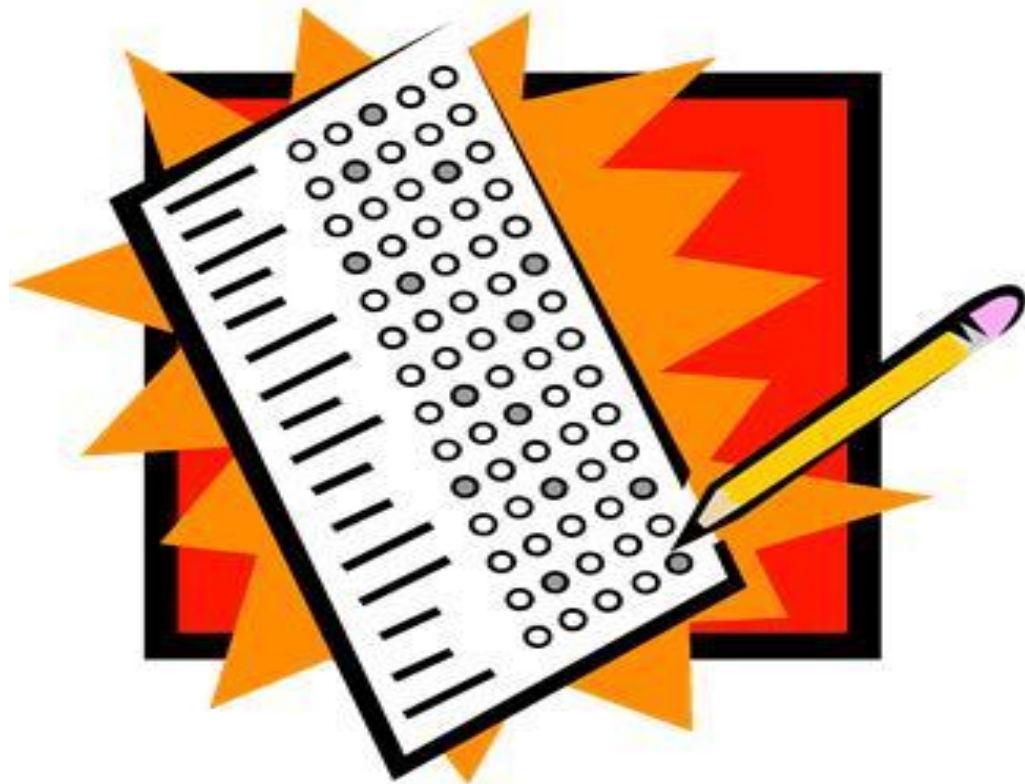
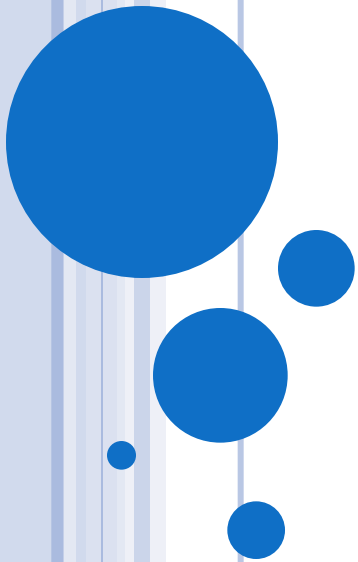


# Test Preparation, Test Taking Tips, and How to Avoid Test Anxiety!



# How to Prepare for an EXAM





✓ Find out what kind of material is being tested. Will it be from notes, textbook, outside readings?

✓ Find out what kind of test it will be – multiple choice, essay, short answer.



✓ Attend review sessions

✓ Be able to say something about the main points of what is being tested:

- What are the basic themes?
- What are the most essential terms?
- What are the big issues?

✓ As you review your notes ask yourself the following questions:

- What is this related to?
- Why did this happen?
- What happened because of this?

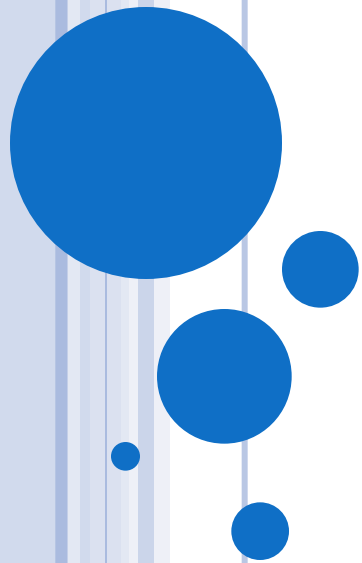


✓ As you prepare for the exam, condense your notes to the essential. Try to get everything you absolutely need to know to one sheet of paper – then make it your duty, as a bare minimum, to OWN the material!



✓ Some people work better on their own, some in groups. It may be that you study most effectively with a partner or two. If this is the case, pair up with a classmate or form a small group. Study on your own first. Then come prepared with questions to quiz each other. Trade stacks of questions; keep at it until you can all answer each other's questions and explain the answers.

# Test Taking Tips



FIND A PARTNER WHO HAS ON THE SAME COLOR SHIRT AS YOU!



**Discuss with your partner:**

If you were going to take an essay test, what are some things you could do to make sure you do a good job?

## Quick Tips:

When you write an essay, you want to demonstrate you understand the issue, take a stand, make an argument, consider the alternative, and conclude.

- Read the directions carefully!
- Outline your essay!
- Make distinct paragraphs!
- Begin strongly!





FIND A NEW PARTNER WHO HAS THE SAME  
HAIR COLOR AS YOU!



**Discuss with your partner:**

What do you think would be important when answering a short answer question?

**Quick Tips:**

- Keep answers succinct and factual
- State the answer clearly
- If appropriate, briefly give the reasons

# FIND A NEW PARTNER WHO IS WEARING THE SAME KIND OF SHOES AS YOU!



**Discuss with your partner:**  
What tips can you share with your partner about taking a multiple choice test?

## Quick Tips:

When you take a multiple choice test, you have the benefit of knowing that the correct answer is in front of you.

- Read the questions carefully!
- Try to answer the question on your own first!
- If you don't know the answer, employ a process of elimination.
- Don't agonize if you can't figure out the answer. Mark the question, move on, and come back to it.

# FIND A NEW PARTNER WHO HAS THE SAME COLOR EYES AS YOU!



If you are really stuck on a question, what should you do?

## **Quick Tips:**

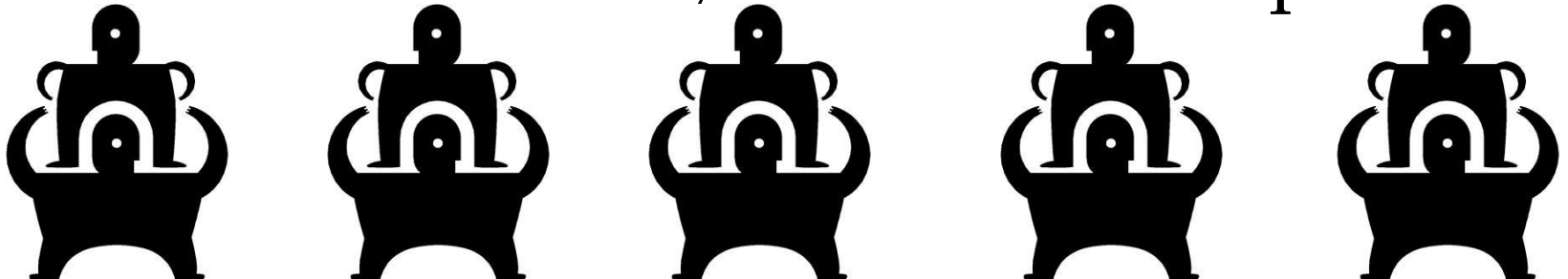
- Rephrase the question in your own words.
- Raise your hand and ask for clarification.
- If you can't remember something precisely, give your best approximation.
- If you are running out of time, note this in the test and outline as thoroughly as possible the remaining points you want to make—just make sure you don't wait until the last minute to do this!

# How to Avoid Test Anxiety



# Password Rules

- Choose a partner.
- One of you will sit with your back to the screen, one of you will be facing the screen.
- A word will flash on the screen and the person who can see the word will need to describe the word until the other person says the correct word.
- After each round you will switch positions!



# *Round 1*

## Causes of Anxiety

# **Unfamiliar**

If you are unfamiliar with the test, it can cause test anxiety. To help avoid this, find out about the test. Ask about the format of the test, how much time you will have to take the test, and what topics will be covered.

# *Round 2*

## Causes of Anxiety

# **Negativity**

Sometimes people think negative thoughts about their ability to do well on a test. Instead of thinking negatively reframe those negative thoughts. Instead of saying, “I always do poorly on tests” say things like, “I’ve got a better study plan for this test than I ever have before.”

# *Round 3*

## Causes of Anxiety

# **Myth**

Often, people believe certain myths about tests. Just remember that there are no trick questions, you can have the same answer for more than three in the row, and tests are designed so that most people have enough time to answer all of the questions.



# *Round 4*

## Causes of Anxiety

# **Stress**

If you find yourself getting tense or stressed, you can take a couple of deep breaths, imagine a peaceful setting, or even contract a muscle and release. These simple techniques can help you release tension and help reduce your anxiety.

# *Round 5*

## Causes of Anxiety

# **Nervous**

Sometimes your body can show signs of anxiety. If you take care of your body, your mind will benefit. So, eat well (especially breakfast), exercise, get enough sleep, and take study breaks on a regular basis.

Resource:

*SparkCharts Study Tactics*

*Learning without thought is labor lost. ~Confucius*