

## Test Taking Tips

- 1. Analyze how you did on a similar test in the past.**  
Review your previous test and sample tests provided by your teacher.  
Each test you take prepares you for the next one.
- 2. Arrive early for tests.**  
List what you need beforehand to avoid panic.  
Good preparation prepares you for the task at hand.
- 3. Be comfortable but alert.**  
Choose a comfortable location with space enough that you need.  
Don't slouch; maintain good posture.
- 4. Stay relaxed and confident.**  
Keep a good attitude and remind yourself that you're going to do your best.  
If you find yourself panicking, take a few deep breaths.  
Don't take to other students right before: stress can be contagious.
- 5. Read directions carefully!**  
And avoid careless errors.
- 6. If there is time, quickly look through the test for an overview.**  
Scan for keywords. If permitted, jot any notes that come to mind.
- 7. Answer questions in a strategic order:**  
Easy questions first to build confidence.  
Then those with the most point value.  
On objective tests, eliminate obvious incorrect answers.  
On essay tests, broadly outline your answer and sequence of points.
- 8. Review! If you have time remaining.**  
Resist the urge to leave when you complete the exam, check if you have answered all the questions, that you haven't made any errors or mis-marked any answers.
- 9. Change answers to questions if you erred, or misread the question!**  
You may also find information in the test that will correct a previous answer.
- 10. Decide on and adopt study strategies that work best for you.**  
Review where you succeed and where you are challenged.  
Check out your academic support center or a trusted teacher for advice.

<http://www.studygs.net/tsttak1.htm>

## Overcoming test anxiety

- **Approach the exam with confidence:**  
Use whatever strategies you can to personalize success: visualization, logic, talking to your self, practice, team work, journaling, etc.  
View the exam as an opportunity to show how much you've studied and to receive a reward for studying you've done.
- **Be prepared!**  
Learn your material thoroughly and organize what materials you will need for the test. Use a checklist.
- **Choose a comfortable location for taking the test,**  
with good lighting and minimal distractions.
- **Allow yourself plenty of time,**  
especially to do things you need to do before the test and still get there a little early.
- **Avoid thinking you need to cram just before**
- **Strive for a relaxed state of concentration**  
Avoid speaking with any fellow students who have not prepared, who express negativity, who will distract your preparation.
- **Get a good night's sleep the night before the exam**
- **Don't go to the exam with an empty stomach**  
Fresh fruits and vegetables are often recommended to reduce stress. Stressful foods can include processed foods, artificial sweeteners, carbonated soft drinks chocolate, eggs, fried foods, junk foods, pork, red meat, sugar, white flour products, chips and similar snack foods, foods containing preservatives or heavy spices.
- **Take a small snack, or some other nourishment**  
to help take your mind off your anxiety. Avoid high sugar content (candy) which may aggravate your condition.

### During the test:

- Read the directions carefully
- Budget your test taking time
- Change positions to help you relax
- If you go blank, skip the question and go on
- If you are taking an essay test and go blank on the whole test, pick a question and start writing. It may trigger the answer in your mind.
- Don't panic when other students are handing in their papers. There is no reward for finishing first.

<http://www.studygs.net/tstprp8.htm>