Exam Strategies: Before, During and After the Test

Preparation - General

1. Attend all lectures and take notes.
2. Do all assigned reading and take notes.
3. Review all notes periodically.
   a. Make flash cards for definitions, concepts, people, formulas
   b. Take neat, well-organized notes - transcribe soon after class if necessary

Preparation - Closer to Exam Day

1. Find out what kinds of questions will be asked (multiple choice, essay, short answer, problem solving, etc.).
2. Answer questions in textbook or workbook.
3. Summarize sections of notes.
   a. Make master study sheets.
   b. Create possible test questions/topics and outline them.
4. Complete all readings and related assignments.
5. Plan study time (with short breaks) and stick to it.
6. Find out what you may use on the test.
   a. Calculator
   b. Open book/open notes
7. Study groups - have each person contribute 5-10 possible test questions.

Test Day

1. Get a good night’s sleep.
2. Eat a good breakfast.
3. Arrive early enough to get settled in and comfortable before the test.
4. No last minute drilling with friends. If someone asks something you don’t know, it may cause you tension.

During the Test

1. Write your name on the test and scan the entire test.
2. Write down any important information that you might forget on the back of the test.
3. Budget your time.
   a. Answer easier questions first.
   b. Skip difficult ones, or guess, if they are multiple choice or true/false.
4. Ask instructor to clarify any questions you don’t understand.
5. For essay questions, decide what is being asked.
   a. Outline your answer in the margin or on the back of the test.
   b. Organize the response by using major points and supporting details.
6. Review skipped questions and if you still don’t know, make an educated guess.
7. Don’t worry about being the first or last to finish the test. Take the time you need to finish, within the time allotted.
8. Review your test before turning it in.

After the Test

1. Review concepts, terms, ideas that proved difficult on the test.
2. Decide how you can better prepare for the next exam.