Test Taking

- Preparation: in your planner, put down the date to start studying for each assigned quiz and test.
- Speak with your instructor prior to test to clarify any questions you have. Ask what will be on the test.
- Depending on the test begin studying 1-2 weeks in advance (i.e. number of chapters & value of the test.)
- Studying should be ongoing (each day). This will reduce procrastination and test anxiety.
- Get a good night’s rest: minimum 6 hours, and eat a nutritious meal prior to the test.
- Enter the test knowing you have prepared to the best of your ability.
- Get to class early and bring everything you need: walk into the classroom with a positive attitude.
- At the test: write down any equations or terms you are likely to use.
- Flip through the test to become familiar with the sections & monitor your time as you work through them.
- If you begin to feel overwhelmed, take a moment to take a few deep breathes in order to relax and re-focus.
- If essay based, provide good detail, depth, and examples as evidence to show your understanding.

TEST ANXIETY:

Effects:
- Nervousness: difficulty reading and understanding the questions on the exam paper, difficulty organizing thoughts, and difficulty retrieving key words and concepts when answering essay questions.
- Doing poorly on an exam even though you know the material.
- Mental Blocking: going blank on questions, remembering the correct answers as soon as the exam is over.

Reducing Test Anxiety:
- Study and know the material well enough so that you can recall it even if you are under stress.
- Learn and practice good time management and avoid laziness, procrastination, day dreaming.
- Studying throughout the semester and avoid cramming the night before the exam.
- Learn to concentrate on the material you are studying by generating questions from your textbooks and lecture notes, focusing on key words, concepts and examples in your textbooks and lecture notes, and making charts and outlines which organize the information in your notes and textbooks.
- Use relaxation techniques; for example, take long deep breaths to relax the body and reduce stress.

(Source: Counseling Services, University at Buffalo)

Reading

- Read chapters before material is taught
- Reread your text if necessary
- Quiz yourself after reading texts
- Write your own study guide
- Do problems from the text
- While reading, highlight important info
- Read aloud
- Use color coding
- Flag important pages in the text
- Create chapter outlines
- Use online resources
- Learn and use new words each day
- Write notes in the margin

(Source: Counseling Services, University at Buffalo)