



TEST Taking Tricks

1. **Eat:** In the morning, eat protein and almost NO CARBS (sweet stuff).
Drink water before and during if the teacher will let you.



2. **Breathe** to relax: — Inhale to the count of 4
— Hold for the count of 4
3. **Visualize** — Exhale to the count of 4
— Do this 4 times.

It will relax your body, send blood to your brain where

General guidelines:

- Read the entire test first: clues may be given in later questions for earlier ones.
- Don't turn in the test until you have turned it over, relaxed a minute (ala breathing above), then checked it from the last question to the first. This way the brain will pick up silly mistakes.
- Unless directed otherwise, take the test in the way that is easiest for YOU (easiest questions first, or straight through, or hardest first...you be the judge).
- Don't skip questions unless you are penalized for unanswered questions (ask the teacher).

HOW TO APPROACH DIFFERENT TYPES OF QUESTIONS:

Multiple Choice:

1. Read all directions TWICE (more than one answer?).
2. Guess the answer BEFORE reading the choices.
3. Read ALL choices before deciding.
4. Eliminate obviously wrong answers:
 - Doesn't agree grammatically with stem sentence
 - Look for "Clue" words or numbers
 - Look for familiar phrases from lectures or the text.
5. If stuck, try reading the stem with each possible answer SEPARATELY.
6. "Flag" questions you have no idea about to return to later.
7. Some studies say the longest answer may be the best guess.
8. Some studies say "C" is the best answer.
9. Absolute statements are often the wrong answers.

True /False:

1. Read CAREFULLY—especially when checking before handing in test.
2. There are usually more true answers than false because they are easier to write. If you must guess, guess TRUE.
3. Trust your first instinct; don't over-analyze. Research shows that first answers are usually correct.
4. If the question is confusing, break it in half and thoroughly understand each part.
5. Watch for "qualifiers" (they are often true) i.e.: seldom, generally, probably, most, often, sometimes, usually. When you read one of these words, circle the word then consider the question/answer VERY carefully.
6. Answers with REASONS, (i.e. because...) are usually false.

Essay:

Before the test:

- Anticipate questions:
 - How long was spent on certain concepts in class?
 - Study definitions and lists
 - Study the study guides, don't just fill them in
- Find out (by asking) who is grading the essay—write to your reader.

During the test:

- 3 ingredients of an essay: Intro, Supporting info, Closing
- Start with the questions that has the most points—plan time limits for each questions. Go to next question even if not finished—partial credit on unfinished essays is better than no credit.
- PRE-WRITE the essay: even if it's a quick mind-map or cluster in the margin.
- State main ideas clearly, and supporting ideas in logical sequence.
- Use transitional words.
- Be sure you answer the questions.
- Don't ramble or try to fake it —your teachers have heard it all.

HANDWRITING: Teachers hate to read these, so make it easy for them!

- Leave space between all words.
- Don't make all the letters the same height.
- **Don't make all letters the same height**