

# TEST TAKING BEST PRACTICES

## Preparation prior to Test:

- do all class assignments and homework (if you miss one, make it up); if teacher assigns odd questions, do evens if time permits (they are usually test questions).
- participate in class and ask questions whenever you do not understand something (ask "what if" scenarios to go beyond the current problems).
- meet with a study group of one or two other students with whom you are academically compatible (if you can teach the material it will become more solid).
- create study guides for each subchapter (emphasis on examples and definitions).

## Studying for Test:

- study 30-60 minutes each night for three nights before the test as opposed to two hours the night before the test only (preparation that sticks vs. cramming).
- come to class prepared to ask questions from prior nights of studying ("gracefully" monopolize the teachers time during review classes and go for extra help).
- do all end of subchapter questions and all extra practice questions at back of book.
- look over old tests to reinforce learning (style and substance).

## Test Day:

- do not drink caffeine or eat food with excessive sugar for  $\geq 3$  days prior to the test.
- get a minimum of 8 hours sleep for  $\geq 3$  nights prior to test.
- if calculator is permitted, bring it with extra charged batteries in your backpack.
- arrive early for test and take moment to relax (don't forget to breath).
- listen attentively to last minute instructions given by teacher.
- once you get your test, write down formulas or other important items, and write "LOGIC" at the top as a reminder to apply logical reasoning to each answer.
- calculate the pacing of the test by dividing the period minutes by the number of questions on the test (e.g.,  $45 \text{ minutes} \div 15 \text{ questions} = 3 \text{ minutes per question}$ ).
- put your watch on the desk to check your pacing from time to time.
- use notation to indicate completed questions [check mark] and a box for problems.
- use a lot of scrap paper to do each question (write large).
- after you go through the test once, go back to questions, and check all answers.
- do not hand test in early no matter how many other people hand it in.

## After Test:

- after you receive your graded test, immediately do quiz corrections (even if you get an A); see your teacher to go over questions you still do not understand.
- keep every test/quiz (stapled to your quiz corrections) as it is the best data to reinforce what you know and remind you on what material you struggled; this will prepare you for future tests, midterms or the final.