
Here are some tips to improve your test taking skills.

Test Preparation

- Test preparation begins on the first day of class—be sure to take good notes so that you can refer to them when reviewing for tests.
- Put the main ideas together onto a summary sheet so it can be reviewed quickly for the main points.
- Get plenty of sleep the night before the test. Eat something before your test so you have enough energy to focus during the test.
- Set your alarm and have a back-up alarm if your test is in the morning..
- Arrive at least five minutes before the test will start. If you haven't been to the room or place where the test will be given, go find it beforehand. This will make sure you're on time and will lessen your anxiety.

Taking the Test

- Bring extra pens, pencils, erasers, and a calculator with enough batteries if these are allowed.
- Always read the whole question carefully. Words such as “and,” “or,” “except,” and “all” can change a question completely. Watch for questions that ask you to “mark only one answer” or “mark all that apply.”
- Pace yourself throughout the test.
- Do the easiest problems first and skip over the problems that you don't know or understand. Then go back to the harder questions.
- If you don't understand what a question is asking, ask your instructor to clarify it, but don't ask for hints.
- When you are finished, make sure you have answered all the questions. Use your remaining time to re-read the questions and check all of your work for careless mistakes.

After the Test

- When you receive your graded test, make sure there are no grading errors.
- Make sure you understand your mistakes—similar questions may appear on the next test.
- If you don't understand why your answer was wrong, ask your instructor for an explanation.
- Save your test to use as study material for similar questions that may be on the next test.