

TEST PREPARATION CHECKLIST

Well before the test:

1. Catch up on missing assignments.
2. Get your notebook in order. Make sure you can read your notes.
3. Look over old tests, quizzes and your corrections.
4. Form a study group to quiz each other on material.
5. Make up study aids (such as lists or flash cards of main ideas, definitions, facts or formulas). Ask your teacher for help.
6. Set up a study schedule to prepare for the test. Decide how much material to cover each day and pace it so you finish your review at least a couple of days before the test. Stick to the schedule.

Begin studying by starting at the beginning of the book, readings and your notes. Carefully read every word. HIGHLIGHT the MAIN OR MOST IMPORTANT POINTS. Do not highlight everything. Use your study aids or make a separate memorization sheet of names, dates, terms, concepts, such as "4 stages of..." "3 reasons why..." and begin to memorize these.

EACH NIGHT continue to READ AND HIGHLIGHT MORE PAGES, THEN GO BACK AND READ JUST THE HIGHLIGHTS OF THE LAST THREE DAYS STUDYING. This way you will continue to move forward, as well as review the earlier notes. Continue to add more names, dates, terms, to your memorization sheet.

Just before the test:

1. TWO NIGHTS BEFORE the test, re-read or memorize important material; REVIEW ALL YOUR HIGHLIGHTING, CLASS NOTES, OLD QUIZZES & EXAMS WITH CORRECTIONS AND STUDY AIDS; do memory work of facts, dates, formulas, rules, etc.
2. Get plenty of rest the night before the test. Eat a good breakfast before the test; try to eat protein, such as eggs, cheese or yogurt and fewer carbohydrates, such as pancakes and bread, which can make you feel sleepy.
3. Bring plenty of sharpened pencils and a calculator.

Taking a Test:

1. **READ THE DIRECTIONS.** (Can more than one answer be correct? Are you penalized for guessing? etc.) Never assume that you know what the directions say. Write down anything that may be useful in answering the questions.
2. **ANSWER THE EASY QUESTIONS FIRST.** This will give you the confidence and momentum to get through the rest of the test. On the more difficult questions choose the best answer that occurs to you, or guess, then mark questions to come back to with a question mark. Cross out obvious wrong answers.
3. **GO BACK TO THE DIFFICULT QUESTIONS.** While looking over the test and doing the easy questions, your subconscious mind will have been working on the answers to the harder ones. Also, later items on the test might give you useful or needed information for earlier items.
4. **ANSWER ALL QUESTIONS.**
5. If you are allowed, ask the teacher to explain any items that are not clear. Do not ask for the answer, but phrase your question in a way that shows the instructor that you have the information but are not sure what the question is asking for.
6. Try to answer the questions from the teacher's point of view. Try to remember what the teacher emphasized and felt was important.
7. Use the answer sheet to outline or explain why you chose the answer if the question does not seem clear or if the answer seems ambiguous.
8. Circle key words in difficult questions. This will force you to focus on the central point.
9. Rephrasing difficult questions can make it clear to you, but be sure you don't change the meaning of the question.
10. Use all of the time allotted for the test. If you have extra time, cover up your answers and actually rework the questions you were unsure of or those that you answered quickly.
11. Keep in mind your first answer is usually the correct answer.

TAKING TESTS – TEST TYPES

1. Multiple Choice, Four Part Questions:

A. First answer the questions you know are right.

IF YOU DO NOT KNOW THE ANSWER:

B. Cross out answers that you know are wrong or put a small “X” on the letter.

C. If you can not figure out the correct answer and can not eliminate any of the answers, choose B or C. Studies show that 60% of the time either of these two are likely to be the correct answer. Whichever one you choose, use that one throughout the test when you need to make a total guess, do not alternate between them.

D. If two answers are the exact opposite, then one of the two will probably be the correct answer.

E. If one of the answers is unique or odd, it stands a good chance of being wrong.

F. Go with your FIRST impression.

G. Broad or absolute statements like “ALL”, “ALWAYS”, “NEVER”, “FOREVER”, “TOTALLY”, seldom appear in correct answers.

H. Qualifying words like “GENERALLY”, “OFTEN”, “FREQUENTLY”, “USUALLY”, “SELDOM”, or “SOMETIMES” frequently appear in correct answers.

I. Answer every question.

J. DO NOT LOOK FOR PATTERNS IN THE ANSWERS. The questions are usually random with no review as to how the answers line up on the answer sheet. There can be ten “b” answers in a row.