

TEST TAKING

Keep in mind the importance of preparing yourself physically, mentally and emotionally before each of your tests and exams.

WHEN THE TEST IS IN YOUR HANDS a Read over the entire test before you begin.

- When reading each question consider the FACTS.

F	Is for facts	What form should your answer take?
A	Is for aids	What aids can you use - calculator, formulas, books...?
C	Is for choice	Do you have any choice or do you need to do all of the questions?
T	Is for time	How much time can you allow for each question?
S	Is for score	How will you be scored on each question? How much is question worth?

- Jot down any key words or ideas that come to mind when you are reading through the test. Underline or highlight key words in the questions. These words may include rate, list, describe, outline, argue, criticize, compare, contrast and so on. If there is choice in how many or which questions to do, note to yourself which one(s) you want to omit.
- Consider how much time you intend to spend on each question
- while still allowing 5 to 10 minutes to check your work. « First complete questions you can answer, starting with those worth
- the most marks. If you have time, tackle the ones you are not sure
- you can do, beginning with those worth the most marks.

TIPS FOR MULTIPLE CHOICE TESTS

- Answer the easy questions first and return to the ones you are not sure of later.
- Read each question carefully and underline or highlight any key words.
- Cover the options and try to answer the questions in your head before reading the options.
- Read ALL choices and eliminate the answers you know are definitely wrong.

- Beware of words such as always, never, all, none... These suggest no exceptions. Ask yourself if the question truly has "no exceptions."
- Be alert for information or answers that may be revealed in another section of the test.
- Your first instinct is usually correct. Do not change the answer unless you are positive you have made a mistake.
- Don't leave any questions unanswered unless you are penalized for doing so.

TIPS FOR ESSAY TESTS

- Take a few minutes to reflect on what the question is asking you. « Highlight any key words such as examine, criticize, compare, contrast, explain and significance of.
- Brainstorm some ideas and make a rough outline that includes main ideas and supporting details.
- Answers that follow a clear, organized structure will be easier for the marker to read and, therefore, will receive better grades.
- Give clear examples, relevant details and substantiating facts to support your arguments.
- Always explain your reasoning. Make sure there are no questions left unanswered.
- Budget time according to the point value of each question. Leave enough time to proofread answers.
- The way to manage panic is to prepare. Prepare by eating well. Prepare by studying well. Prepare
- by thinking well. Remember to reward yourself for your effort and your successes.