Performing Well on Tests

Most errors on an exam are due to carelessness and lack of appropriate preparation. Use these tips below to avoid these errors.

1. PREPARATION
   a. Study a minimum of two hours for every hour you are in class
   b. Use a variety of learning style approaches
   c. Develop a 5 day study plan for ongoing review of materials you will be tested on

2. BEGIN WITH A CALM MIND:
   a. Learn and use relaxation techniques
   b. Practice visualization – see yourself performing well
   c. Listen to directions carefully from instructor

3. CREATE A QUICK PLAN:
   a. Survey the test for length and type of questions
   b. Estimate time to complete each section
   c. Choose the best starting point for you

4. MAINTAIN A FOCUS ON THE TEST:
   a. Get plenty of sleep and eat something
   b. Read ALL directions carefully
   c. Learn techniques for dealing with external distracters

5. MANAGE YOUR TIME WELL:
   a. Leave time look over your answers, but don’t change answers unless you are absolutely sure
   b. don’t leave blanks – a guess is better than nothing
LEVELS OF RESPONSE FOR TEST TAKING

1. Immediate
   - if you can read the question and know the answer without reservation, respond

2. Delayed
   - if the correct answer doesn’t come to you immediately, think/visualize/associate what you have been studying, the answer may come
   - if no answer surfaces, skip the question, but mark the question to return to

3. Assisted
   - use other parts of the test to help you find possible answers
   - information in another question may trigger an association that will lead to an answer for skipped questions

4. Educated Guess
   - Use educated guessing as a very last resort
   - Educated guessing strategies are never more effective than appropriate preparation for a test