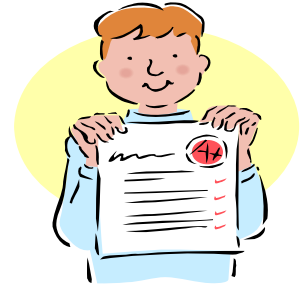


# Performing Well on Tests

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 on going 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:

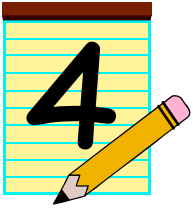
- a. Survey the test for length and type of questions
- b. Estimate time to complete each section
- c. Choose the best starting point for you

## 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