

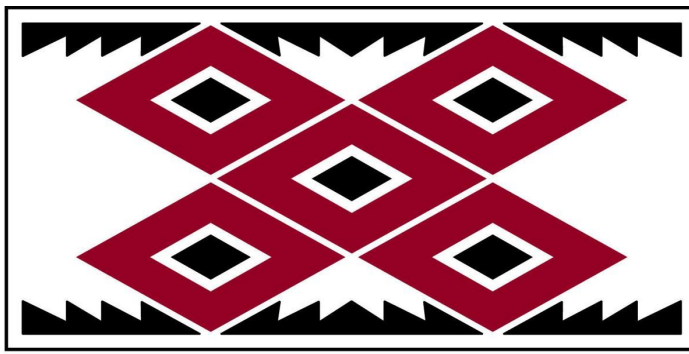
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**To accomplish my goals at UTTC I need
to...**

Learn test-taking
strategies.

Test Preparation

- Preparation for your first test should begin after the first day of class; this includes studying, completing homework assignments and reviewing study materials on a regular basis.
- Budget your time, make sure you have sufficient time to study so that you are well prepared for the test.
- Go to review sessions, pay attention to hints that the instructor may give about the test. Take notes and ask questions about items you may be confused about.
- Ask the instructor to specify the areas that will be emphasized on the test.
- Make sure you go to the class right before the test; it's another prime time for the instructor to give out more hints or the format of the test.
- Go over any material from practice tests, HW's, sample problems, review material, the textbook, class notes...
- Eat before a test. Having food in your stomach will give you energy and help you focus but avoid heavy foods which can make you groggy.
- Don't try to pull an all nighter. Get at least 3 hours of sleep before the test (normally 8 hours of sleep a night is recommended but if you are short on time, get at least 3 hours so that you'll be well rested enough to focus during the test).
- Put the main ideas/information/formulas onto a sheet that can be quickly reviewed many times, this makes it easier to retain the key concepts that will be on the test.
- Try to show up at least 5 minutes before the test will start.

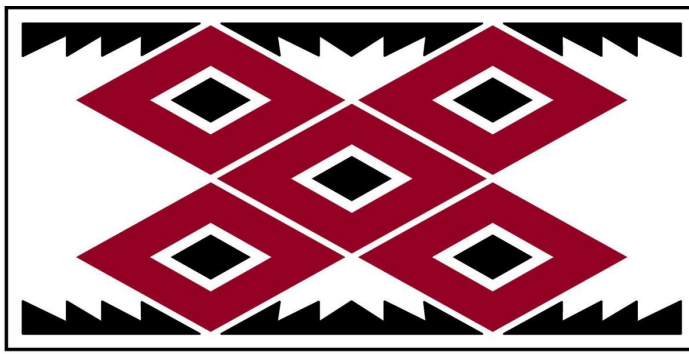


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- Set your alarm and have a backup alarm set as well.

Test Taking

- Bring at least two pens/pencils with good erasers, a calculator with enough batteries and any other resources that your instructor allows you to.
- Bring a watch to the test with you so that you can better pace yourself.
- Keep a positive attitude throughout the whole test and try to stay relaxed. If you start to feel nervous, take a few deep breaths to relax.
- Keep your eyes on your own paper, you don't want to appear to be cheating and cause unnecessary trouble for yourself.
- When you first receive your test, do a quick survey of the entire test so that you know how to efficiently budget your time.
- Do the easiest problems first. Don't stay on a problem that you are stuck on especially when time is a factor.
- Do the problems that have the greatest point values first.
- Don't rush but pace yourself. Read the entire question and look for keywords.
- Ask the instructor for clarification if you don't understand what they are asking for on the test.
- Write legibly. If the grader can't read what you wrote, they'll most likely mark it wrong.
- Always read the whole question carefully. Don't make assumptions about what the question might be.
- If you don't know an answer, skip it. Go on with the rest of the test and come back to it later. Other parts of the test may have some information that will help you out with that question.
- Don't worry if others finish before you. Focus on the test in front of you.
- If you have time left when you are finished, look over your test. Make sure that you have answered



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all the questions, only change an answer if you misread or misinterpreted the question because the first answer

that you put is usually the correct one. Watch out for careless mistakes and proofread your essay and/or short answer questions.

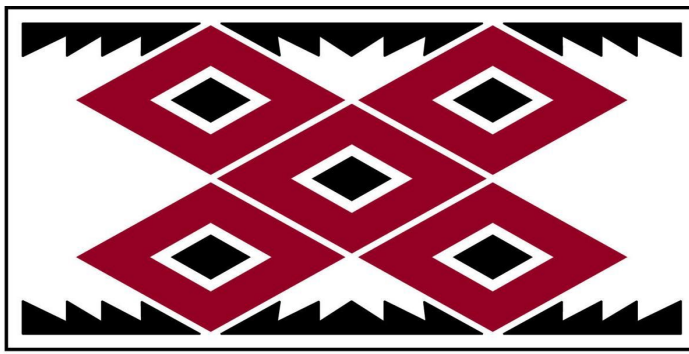
- Double check to make sure that you put your first and last name on the test.

Post Test

- When you get your test back look it over and make sure that there are no grading mistakes.
 - Look over the test and make sure that you understand your mistakes. If you don't know the answer to a question, look it up, ask a classmate or ask the teacher.
 - If the teacher reviews the test in class, be sure to take notes on what the teacher wanted for an answer on the questions/problems that you got wrong.
 - If you aren't satisfied with your grade, go to your instructor and see if there's a make-up exam or any extra credit you can do.
- Save the test as study material for future cumulative tests.

Multiple Choice Tests

- Read the question before you look at the answer.
- Come up with the answer in your head before looking at the possible answers, this way the choices given on the test won't throw you off or trick you.
- Eliminate answers you know aren't right.
- Read all the choices before choosing your answer.
- If there is no guessing penalty, always take an educated guess and select an answer.
- Don't keep on changing your answer, usually your first choice is the right one, unless you misread the question.
- In "All of the above" and "None of the above" choices, if you are certain one of the statements



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is true don't choose "None of the above" or one of the statements are false don't choose "All of the above".

- In a question with an "All of the above" choice, if you see that at least two correct statements, then "All of the above" is probably the answer.

- A positive choice is more likely to be true than a negative one.

- Usually the correct answer is the choice with the most information.

Essay Test

- Read the directions carefully. Pay close attention to whether you are supposed to answer all the essays or only a specified amount (i.e. "Answer 2 out of the 3 questions").

- Make sure that you understand what the question is asking you. If you're not, ask your instructor.

- Make sure that you write down everything that is asked of you and more. The more details and facts that you write down, the higher your grade is going to be.

- Budget your time, don't spend the entire test time on one essay.

- Make an outline before writing your essay. This way your essay will be more organized and fluid. If you happen to run out of time, most instructors will give you partial credit for the ideas that you have outlined.

- Don't write long introductions and conclusions, the bulk of your time should be spent on answering the question(s) asked.

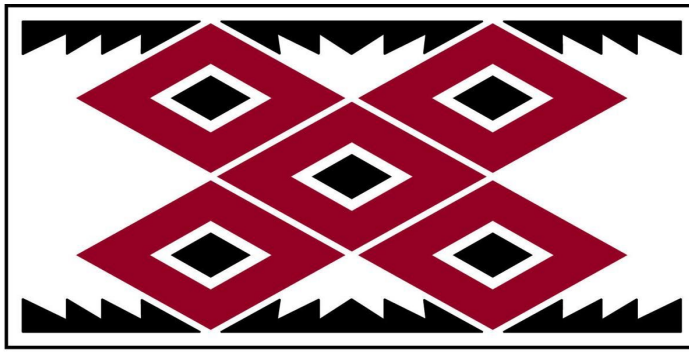
- Focus on one main idea per paragraph.

- If you have time left at the end, proofread your work and correct any errors.

- Budget your time. If you have an hour to write 3 essays, spend no more than 20 minutes on each essay, then if you have time left over at the end go back and finish any incomplete essays.

- If you aren't sure about an exact date or number, use approximations i.e. "Approximately 5000" or "In the late 17th century."

- If you make a mistake, simply draw a line through it, it is much neater and quicker than



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erasing it.