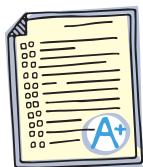


# How To

# ACE YOUR TESTS

With the right test prep and test-taking strategies, you'll spend less time studying and you'll get better test grades.



## TEST PREP TIPS

### Create a study plan

Have all textbook reading done early and create a study plan that spreads out your studying.

### Make flash cards

Write any information you need to remember on index cards. Take these with you and go over them whenever you have a few extra minutes (for example, when waiting for a ride).

### Explain it to a mirror

You really know something if you can explain it in your own words. Stand in front of a mirror and "teach yourself" what you need to know.

### Study class notes and review sheets

Because most test questions come from information that's been presented in class, your class notes are your best test prep resource. Highlight key words and important phrases in your notes.

If you've been given a handout or review sheet, know everything on it. Then use it to come up with questions that might be on the test.

### Prepare mind and body

Get eight hours of sleep the night before the test and get up early enough to eat a good breakfast.

For tips on how to reduce test anxiety, watch this quick video.



# TEST-TAKING TIPS

## Before you start...

Stay calm and think positive thoughts. If you're nervous or anxious, take several deep breaths.

As soon as you get your test, write anything you want to remember at the top (names, formulas, dates).

## Develop a plan

Before you begin answering questions, quickly look over the entire test and decide how much time you'll spend on each section or question.

## Don't get stuck on difficult questions

Don't spend too much time on any one question. Mark it, move on, and come back to it later.

## Check your answers

If you have time, check your answers, even the ones you know are correct. Use all the time you're given.

## Test question strategies

- ▶ **Multiple choice** – Try to come up with the answer in your head before you look at the answer choices. Cross out the ones you know are wrong.
- ▶ **True/False** – Look for key words. Statements with absolute words like *all*, *always*, and *never* are usually false. Statements with words like *most* and *often* are usually true. Read T/F questions carefully.
- ▶ **Essay** – Read each question and start with the easiest one. Before you begin, jot down key words, ideas, and points you want to make.
- ▶ **Math** – Before you begin to solve a problem, estimate the answer. If you're having difficulty, try drawing a picture or diagram.
- ▶ **Open book** – Put self-stick notes or bookmarks in your textbook to help you locate information quickly. Have all of the information you know you're going to need on one sheet of paper.