TEST-TAKING TIPS

BE PREPARED: Before you go to class, double-check you have everything you need to be successful. Including pens, pencils, blank paper, and a calculator.

MANAGE YOUR TIME: The size of the test will impact how much time you can spend on each question. Don't get hung up on one question for too long; instead circle the question number and come back to it after you've answered the rest of the questions.

MIND DUMP: Mind dumping is when you write down any information you have to have memorized for the test (formulas, definitions, etc.) at the top of your paper as soon as you get your test.

SHOW YOUR WORK: Most professors will give partial credit if you are doing part of the work correctly, even if you get the answer wrong. Also, when you review your graded exam, you'll be able to understand what you did right or wrong.

CIRCLE OR UNDERLINE KEY WORDS: Break up the directions or question by circling important information and underlying the main part of the question.

READ ALL ANSWERS BEFORE CHOOSING ONE: Professors can have more than one answer that makes sense on multiple choice tests - don't pick the first answer that sounds right, make sure to read every answer.

LOOK OVER THE TEST: If you finish your test with enough time, read through the questions again and check that your answers are correct.

MAKE IT READABLE: If a professor can't read your handwriting, you may lose points. Write legibly, cross out or erase mistakes completely, and circle the final answers if applicable.

RELAX: If you start to feel overwhelmed, take a moment to ground yourself. Close your eyes, take a deep breath, feel your feet on the ground, and practice positive thinking -- you got this!