

prepare **BEFORE** the test

- pay attention in class
- review your notes regularly
- keep up with homework
- organize yourself & don't fall behind
- participate in class
- form study groups with classmates
- study gradually over time – don't leave it for the night before
- anticipate what will be on the test
- don't talk to others as they may increase your anxiety (it's contagious after all!)

cope **DURING** the test

- manage your time
- read directions carefully
- read the question carefully to ensure you know what is being asked
- write down important points you remember as soon as you get your test
- read through the whole test before answering any questions to understand the scope of it
- complete the questions you understand first to increase your confidence
- set realistic goals for yourself

follow up **AFTER** the test

- think about what worked so that you can build on that the next time
- think about what did not work so that you don't do it again
- realize that you are making progress



tips based on question type

Multiple Choice

- try to answer the question in your head before reading the options provided
- read the options to eliminate those options that you know are NOT true
- look for details that might indicate the correct answer with the remaining options
- choose the BEST answer

True or False

- look for descriptive terms that would clearly make the statement true or false

Matching

- for each term, state the definition in your mind before looking at the options
- match the definition on the test to our definition

Definitions

- provide a clear and concise description
- use an example to illustrate your understanding
- do not use the word in its definition

Short Answer

- use the number of marks it is worth to help determine the number of pieces of information required
- pay attention to the amount of space you are provided for your answer because it will indicate how in depth your answer should be
- answer exactly what is being asked and include an explanation where possible

Long Answer

- use the number of marks it is worth to help determine the number of points required
- pay attention to the amount of space you are provided for your answer because it will indicate how in depth your answer should be
- complete a brief outline of the answer you intend to write
- make sure your points relate back to the original question
- include an introduction, body and conclusion

Essay/Paragraph

- form a topic sentence to clearly state your opinion on the issue
- plan out 3 points to support your topic sentence
- identify specific details from the text/course content to support your points
- write a clear explanation for each point and proof
- finish with a concluding sentence