



Study Strategies

A Test Taking Strategy

Tip number one: no testing tips replace knowledge of your subject!

1. SURVEY THE ENTIRE TEST BEFORE STARTING.

Before you start, do a **memory dump** to capture important people, facts, or formulas. Then, look over the entire test to “get the feel” of the material as a whole.

- a. Note the total number of items.
- b. Read the directions **carefully**.
- c. Learn how the test is to be graded. If guessing is not counted against you, **guess** whenever possible.
- d. Note any unusual test items that will take more time than the others to answer.

2. PLAN YOUR TEST TIME AND WORK SMART.

Decide how much time you will spend on each item, section, etc. (a rough guess will do.)

Divide the total test into three main blocks: **Survey and get ready**; **Work on the questions**; **Clean up-review** an extra time for difficult items

3. TAKE A MINUTE TO GET YOURSELF READY TO START.

The idea is to get yourself into a position to be able to **thoughtfully act as opposed panic or re-act**.

- a. Look inward and get in touch with your physical energy.
- b. Think of the reward you will give yourself when you are done.
- c. Attend to yourself by taking a few deep breaths (your brain can't work without oxygen and thinking about a relaxing place or event for just a moment .

4. NOW WORK THROUGH THE QUESTIONS.

Give yourself the signal to begin work. (say to yourself **“GO” or BEGIN**)

- a. Work through the entire test at a steady pace (follow your plan)
- b. Put a question mark by those items that are difficult. Return to them later.

5. AFTER THE TEST, TAKE A BREAK AND TRY TO RELAX.

- a. Allow yourself to relax. Insist on this. Don't do it later (because putting off things can get to be a “life style” which ends in disaster).

6. WHEN THE TEST IS RETURNED, TAKE POSITIVE ACTIONS TO IMPROVE.

- a. Decide what aspects were **“good”** and what aspects **“need improvement.”** Create a new study plan.
- d. Once you have decided what needs to be improved, work it in to your weekly study schedule and start practicing for the next test.

STUDY SMARTER, NOT HARDER.

