

GENERAL STEPS FOR TAKING EXAMS

1. Bring the appropriate materials for the test (pencil, paper, calculator).
2. Arrive at the test time.
 - a. If you are early, do not discuss the test with other students. Their concerns and worries will increase any anxieties you have.
 - b. If you are late, you might miss important verbal directions. Arriving late, take a minute to relax and organize your thoughts. Ask your instructor for clarification if you feel confused.
3. If you are trying to keep a difficult formula or process in mind, jot it down after you get your test paper.
4. Preview the test. Note the total number of items. Identify variations in point values. Estimate the amount of time to spend on each item. Spend the most time on questions receiving the most credit.
5. Read all directions slowly and carefully. When given a test, many students ignore the directions. However, directions often specify what you need to do to receive full credit. They also provide information about the way answers should be marked. Although you might have all the right answers, selective instructors might not give full credit when responses are not correctly marked.
6. Underline key terms and steps in the directions.
7. Answer the easiest questions first. This builds your confidence and triggers your memory for other information. Also, if you run out of time before you complete the test, you will have answered the questions you knew.
8. Expect memory blocks. Mark difficult questions, but skip them and go on. Return to these questions, if time permits.
9. Answer every question, if possible. If incorrect answers are not penalized, guess at all objective and subjective questions.
10. Make your responses as neat and legible as possible.
11. Work at your own pace. Do not be concerned when other students finish and leave before you.
12. If time permits, review questions and answers. Be sure you understand the question and marked the correct response.

Debbie Guice Longman & Rhonda Holt Atkinson. *College Learning and Study Skills*. Wadsworth Group, 2002 p. 189.