



SPRING HILL
COLLEGE

Test Taking

Take the Stress out of Taking Tests



General Tips

Start Early:

Complete your reading assignments and make your study materials as least a few days before your test.

Get Started Early:

Organize all of your studying tools and strategies so that you can get started right away. It can be distracting and counterproductive to constantly have to search for something you need.

Distribute Your Study Time:

Avoid trying to cram studying into 1-2 days. Spread your time over several days. Create a study plan in your planner or on your calendar on your phone with alarm reminders for when you want to study. Create 1-2 hour blocks of time to review over a 6 day period. Study at times you will be alert and ready to absorb information.

Stay Healthy:

Eat healthy and get exercise. Cardio is a great way to relieve stress and eating healthy foods can help keep you satisfied for longer periods of time than energy drinks and sugary foods. Also, get enough sleep!

Self-Test:

Create practice questions to test your knowledge and check for understanding of the material.

The Different Types of Exams You will Encounter

Objective Exams

- When you get the test, read all of the directions and take a minute to glance over the entire test so that you have an idea of what is coming.
- If you read a question and you do not know the answer, skip it and move on. You may want to circle the number if you can write on the exam paper so that you know to go back to it. Be careful if it is a Scantron test that you also skip that question on your Scantron, or mark a filler answer you can erase later.
- Eliminate answers whenever you can to help get down to answers that are easier to choose from.
- Use information from other items on the test to help with questions you may not be sure about.
- If you have to guess, make a guess and move on.
- Don't over analyze questions you are unsure about.
- Use all of the time allowed. Check and re-check your answers if you finish early to make sure you have an answer for each question.

Essay Exams

- Write an introductory paragraph to outline your thesis and indicate your understanding of the question.
- Begin each paragraph with a generalization. This helps you to narrow your focus and ensure you address each part of the question.
- Begin with your strongest point. Once you know what points you want to make, take a minute to put them in order of importance, or the order you want to address them in.
- When in doubt, leave it out. If you don't know the exact fact, don't try to guess.
- Finish with a short conclusion if you have time.
- If you run out of time, try to create an outline of your remaining points. You may get partial credit for listing what you wanted to talk about, even if it is not in essay format.

Problem Solving Exams

- As you prepare for problem solving exams, talk through what you are doing. Completing practice problems is helpful, but you must master the concept behind the problem to be successful on an exam.
- Make sure you can identify and understand what the question is asking for.
- Visualize the problem. Create a drawing, chart or diagram.
- Write any helpful formulas or tips at the top of your scratch paper as soon as you get the exam.
- If you don't know a question or get stuck, move on and come back to it.