

Top Ten Test Taking Tips

Studying for the Exam

1. Questions to ask your professor ahead of time:
 - What is the format of the test - multiple-choice, true/false, essay?
 - What topics or chapters will be on the test – is it cumulative?
 - How much is the test worth (%) of your overall grade
2. Avoid cramming. Instead make a schedule to study specific topics in a subject (ex. Tuesday - time value of money, Wednesday - balance sheets) and then follow your plan.
3. Gather all your key facts, terms, and equations for the test on a single index card. Limited space forces you to narrow down the important things. Do this whether or not you are allowed to bring this card to your test.
4. Predict test questions by creating a mock test with practice problems you think you may see on your exam.

When you receive the exam:

5. Read exam directions carefully and scan through the entire test to estimate how much time you can spend on each question.
6. Take 2 or 3 minutes to do a brain dump and write down all important thoughts, facts and equations in your head in case you forget later.
7. Circle key words, absolute words (all or never). Rephrase questions to make them into statements.
8. If your exam is multiple choice, cross out answers you know are NOT correct.
9. Answer easy questions first and mark difficult ones with a star to remind you to come back to them. Remember to look for clues to difficult questions in other questions.
10. Stick with your first instincts and don't change your original answer unless you are absolutely sure it is wrong.

*Bonus tip!

If you are stressed or feeling anxious, go for a 15 minute walk before you study or take an exam. It will give you time to reflect and reenergize so you can finish the semester strong!