

## TEST TAKING:

### **STEPS TO SUCCESS**

1. BELIEVE IN YOURSELF
2. BE ORGANIZED
3. MANAGE YOUR TIME WELL
4. BE SUCCESSFUL IN THE CLASSROOM
5. TAKE GOOD NOTES
6. KNOW HOW TO READ A TEXTBOOK
7. STUDY SMART
8. USE TEST TAKING STRATEGIES
9. GET HELP WHEN YOU NEED IT

### **TEST TAKING STRATEGIES**

#### 1. PREPARE YOURSELF

*~attend all classes, if you miss a class make sure to speak with the teacher about missing work.*

*~ask questions!*

*~listen for key phrases*

*~get help before or after school if you need it*

#### 2. TAKE GOOD NOTES

*~be an active listener*

*~taking notes will help you to pay attention*

*~recognize important information (anything the teacher emphasizes or writes on the overhead or board)*

*~review notes every day when you get home*

*~if absent, get notes from a friend*

### **3. CREATE LEARNING AIDS**

*~use flash cards, acronyms, charts, outlines*

*~create rhymes or songs*

*~recite/repeat out loud*

### **4. TAKE A PRACTICE TEST**

*~ask a parent or friend to quiz you*

*~make up your own practice test*

### **5. BE KIND TO YOURSELF**

*~get plenty of rest the night before an exam*

*~wake up early so you don't feel rushed*

*~eat a good breakfast*

*~wear comfortable clothes*

*~RELAX! Don't be anxious, remember to breathe, and have a positive attitude*

### **6. TEST TIME**

*~know how much time you have so you can plan*

*~scan the test before you begin, notice how long it is and what kinds of questions there are*

*~Read the directions 2-3 times and make sure you understand what is wanted*

*~Look for clue words*

*~If you don't know the answer to a question, mark it, move on, and return later*

*~Make sure on multiple choice tests that you're marking your answer on the correct number on the answer sheet*

*~Use your common sense*

*~If you start to get anxious take a moment: close your eyes, take a deep breath, and tell yourself you're doing OK.*

*~Don't rush through the test, you don't get extra credit for finishing first*

*~Change your answer only if you have a really good reason for doing so, generally your first response is the correct one.*

***\*KEEP THINGS IN PERSPECTIVE- THIS IS ONE DAY IN YOUR LIFE. DOING POORLY ON A TEST IS NOT THE END OF THE WORLD. LEARN FROM THE EXPERIENCE, TALK TO YOUR TEACHER IT SO YOU CAN IMPROVE ON FUTURE TESTS!***