

WORK FROM
HOME

test taking

TAKING EXAMS- THE BASICS

- Before the exam:
 - Review summaries and outlines, but don't cram right before the exam, you should have been studying for a couple of days before the day of your exam!
 - Be prepared with everything you might need for the exam (ex: calculator, textbook, etc.)
 - Avoid stressful interactions before the exam
 - Look for special instructions from the professor



When you see the first question on your final and already know you're going to fail

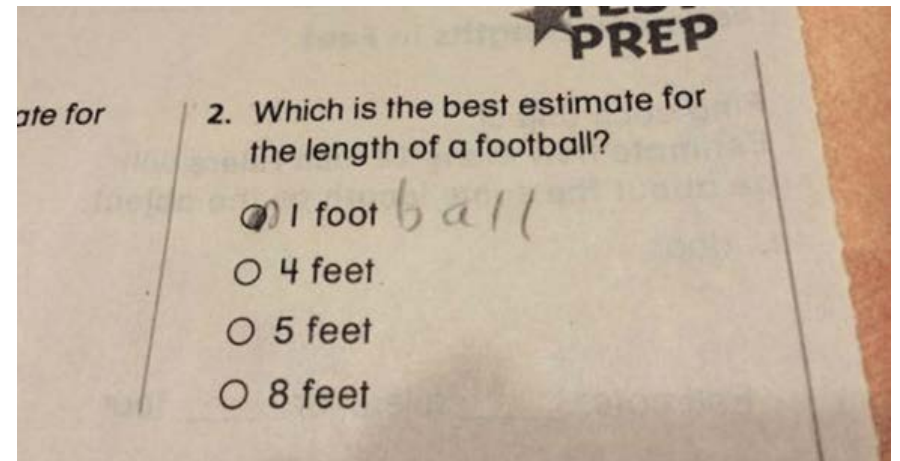


TEST ANXIETY

- Cultivate a positive attitude
- Prepare thoroughly
- Focus on your physical (eat healthy meals and drink water!) and mental health
- Use your instructors as allies (don't be afraid to ask questions)
- Take your online exams in a quiet space with no distractions
- Watch the clock, especially on timed exams, so you can best apportion your time.

MULTIPLE CHOICE QUESTIONS

- Work quickly
- Consider the instructor
- Guess before choosing
- Eliminate unlikely answers
- Look for clue words and numbers
- Be wary of multiple answers
- When in doubt, guess
- Don't give up



How I Answer Every

False

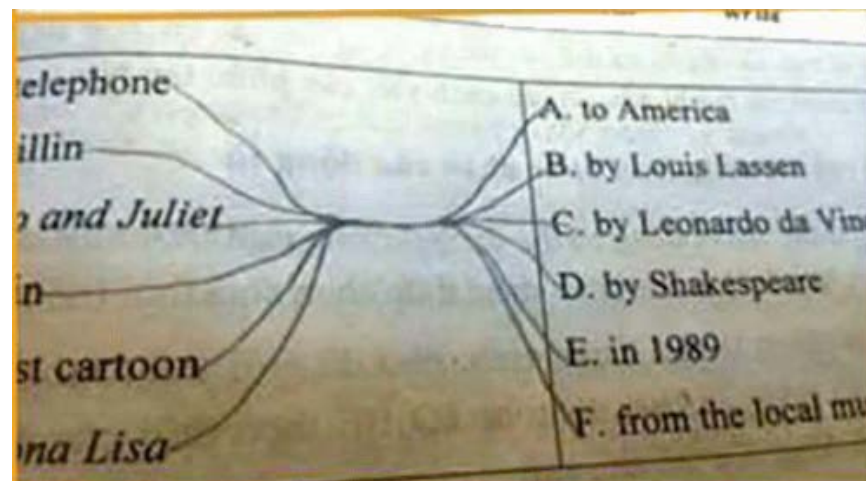
True or False Quiz

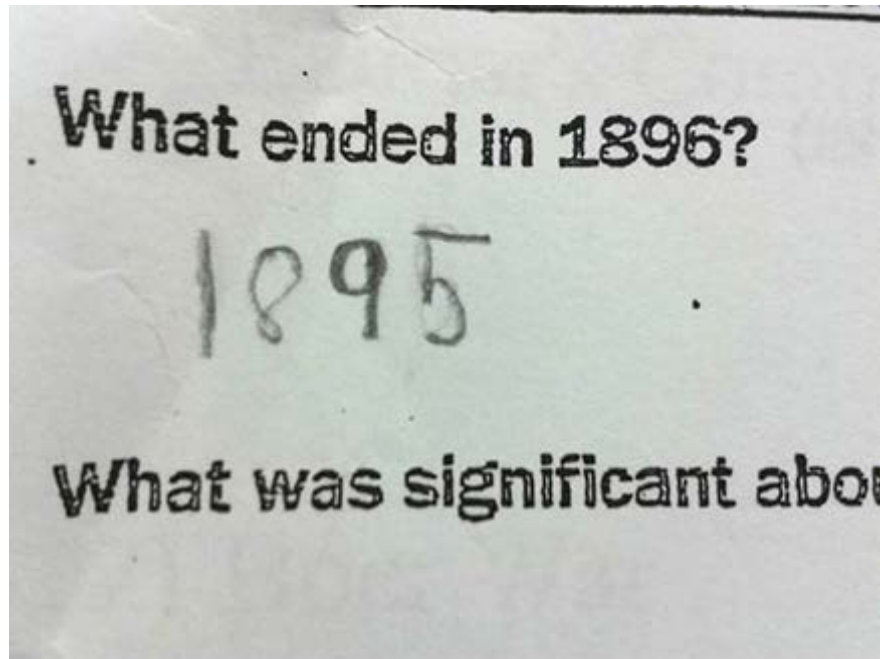
TRUE-FALSE QUESTIONS

- Read questions carefully
- Look for clue words
- Don't quibble
- Guess
- Don't change answers

MATCHING QUESTIONS

- Read directions carefully
- Read the column with the longest phrases first



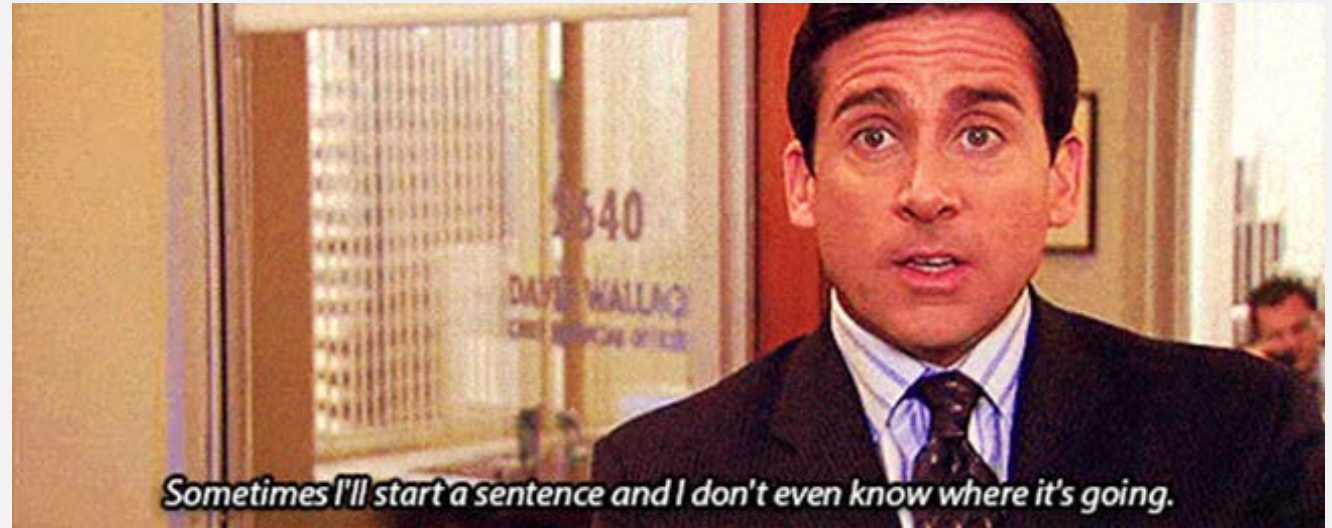


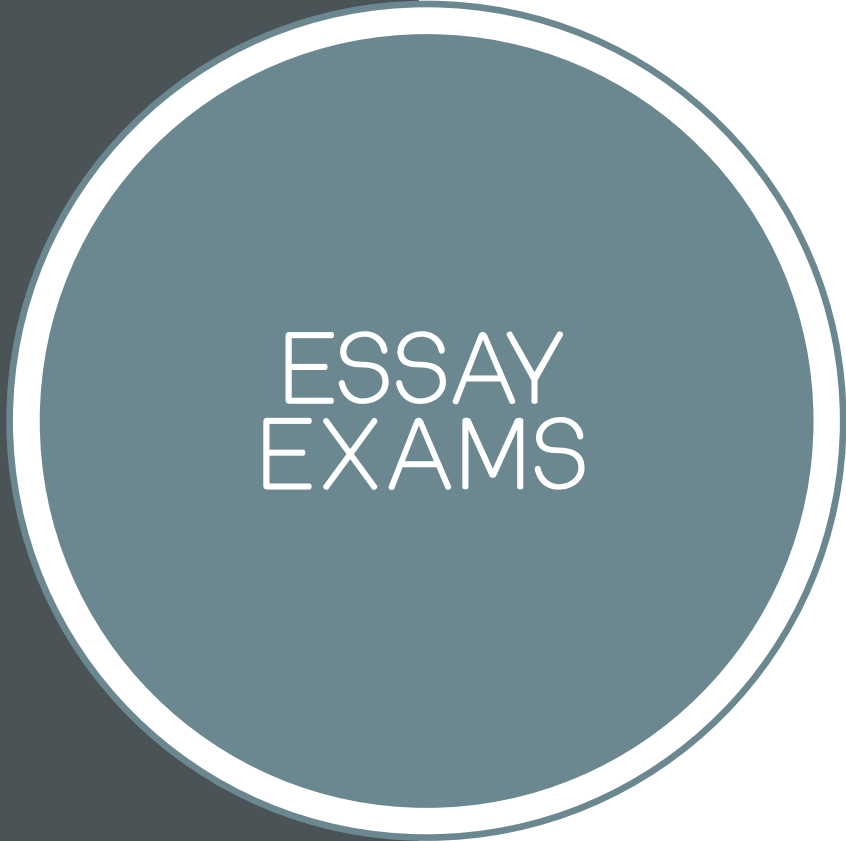
FILL-IN AND SHORT ANSWER QUESTIONS

- Read questions carefully
- Don't overanalyze the questions
- Watch the blanks, the size of the blank could tell you how much you should be writing
- Make educated guesses, don't leave blanks empty
- Over answer if you have time, it never hurts to be extra thorough!

ESSAY EXAMS

- Main reasons students receive lower grades:
 - lack of clear thesis
 - lack of organization
 - insufficient support for ideas
 - lack of unity
- Make sure to write true essay quality responses!





ESSAY EXAMS

- Pay attention to directional words:
 - analyze
 - compare
 - contrast
 - criticize
 - defend
 - define
 - describe
 - discuss and review
 - distinguish
 - evaluate
 - explain and show
 - illustrate
 - justify
 - name, list, tell and enumerate
 - prove
 - summarize and outline
 - trace

If an exam asks you to “define” something within an essay response, make sure you provide a definition in your response. Many students lose points by not answering what the professor wants them to answer.

AFTER THE EXAM

- Compare how you prepared with how you performed (if you performed poorly, compare that to how much you studied for the exam)
- Talk with the instructor
- Evaluate answers- try and understand why incorrect answers were incorrect.

After the exam, when everyone is discussing the answers, and you wrote nothing similar...

