

Test-wise Techniques

Prepare for All Types of Tests!
Essay and Objective

Assumptions....students

- Attend classes regularly
- Take appropriate notes
- Read assignments
- Complete homework

Before Tests

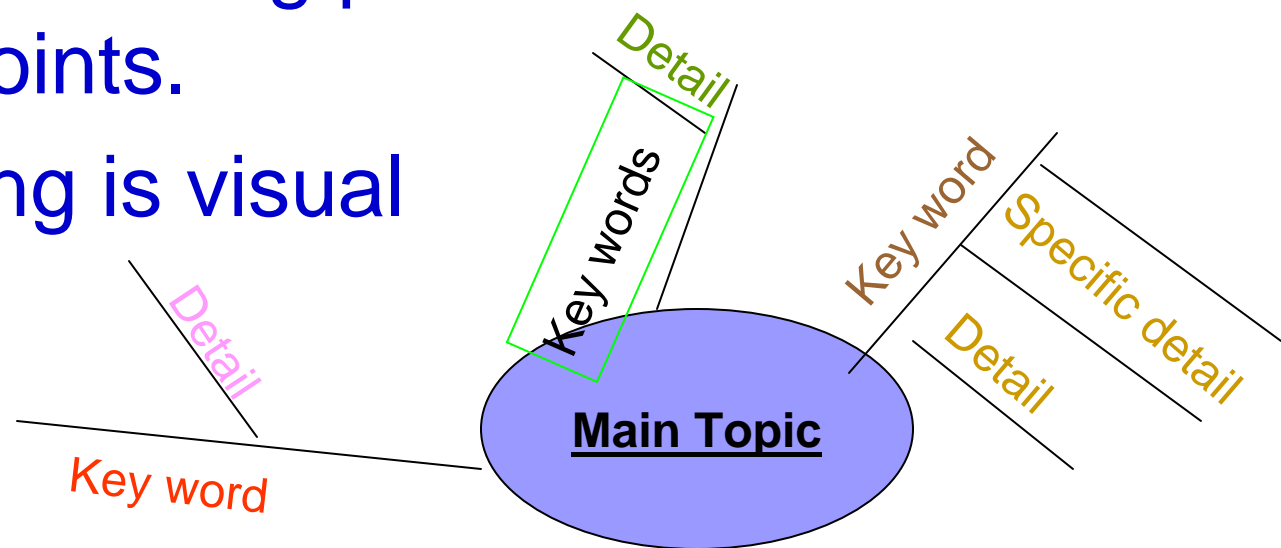
- Select your study area – library carrel, study lounge, dayroom, etc.
 - Make it a habit
- Schedule your study time
 - Keep a specific time and location each day
- Gather appropriate study materials such as
 - Syllabus, class study guides, notes, textbooks, previous quizzes, lab manual, handouts and assignments
 - Created study tools –checklists, flashcards and mind map summaries

Focus Your Study Review

- Predict test questions
- Use mind mapping techniques to create associations for concepts, theories and themes
- Use flash cards for vocabulary, formulas, key events
- Create Flow charts – showing cause and effect
- Join a study group – yes, they really work!

Purpose of Mind Mapping

- Show relationships between ideas.
- Develop ideas from general to specific.
- Focus on the big picture but move to key points.
- Reviewing is visual



Gauge Your Attention

- Take a short break every 45 minutes of studying to refresh.
- Reward yourself as you make progress.



Writing Essay Answers

- Determine what the question is asking *precisely!*
- Make a quick outline to help you remember important details.
- Get to the point/use the BS factor (*be specific*)
- Begin your essay by including part of the question in your answer.
- Expand your answer with supporting ideas and facts, beginning with the most solid points.

Action or Cue Words

Provides the direction for the form in which your answer will take.

- **Analyze:** Break into separate parts and discuss, examine, or interpret each part.
- **Compare:** Examine two or more things. Identify similarities and differences.
- **Contrast:** Show differences.
- **Classify:** Arrange into groups by shared characteristics.
- **Criticize:** Make judgments. Criticism usually involves analysis.

Action/Cue Words Cont'd

- **Define:** Explain the exact meaning and relate to the course or subject. Be brief and precise.
- **Describe:** Give a detailed account. List characteristics, qualities, and parts.
- **Evaluate:** Give your opinion.
- **Explain:** Make an idea clear.
- **Interpret:** Comment upon, give examples, describe relationships. Explain the meaning.
- **Justify:** Prove or show grounds for decisions.

Action Words Cont'd

Know these action words and you will be able to identify what is being asked and how to respond!

Objective Tests

Types:

- Multiple Choice
- True/False

General Strategies:

- Answer what you know
- Go back and answer what you think you know
- Read all answer choices
- Be conscious of your time

Multiple Choice Questions

- Answer each question in your head before you look at the possible answers.
- Read all answers before selecting one.
- Look for answers in other test questions.
- *Usually*, your first instinct is the best unless you have misread the question.

True/False Question Strategies

- Read carefully! Sometimes one word can make a statement inaccurate. If any part of the true/false statement is false, the statement is false.
- Look for qualifiers like **all**, **most**, **sometimes**, **never** or **rarely**. These are the key words which will determine how the question should be answered.
 - Absolute qualifiers like ***always*** or ***never*** generally indicate a false statement.

Strategy Review

- **Schedule review time**
 - Where/when/what to study
- **Use review tools**
 - Notes, study guides, quizzes, old tests
- **Predict possible test questions by observing the professor**
 - What do they *emphasize*, write on the board, underline
- **Participate in a study group**
 - Explaining to others helps you gauge how well you know the material
- **Plan a strategy**
 - Practice what you will do on the test such as solving problems for math or science exams

Getting Ready...the night before exam

- Organize items needed for the test such as a calculator, notes and pencils.
- Set an alarm to avoid over sleeping.
- Get sufficient rest.
- Eat breakfast – you need brain food!
- Arrive a little early to your classroom and get your mind focused on the test.

During the Test

- Deep breathe to relax
- Write name on the test
- Read directions carefully
- Scan the entire test
- Jot down memory aids
- Do what you know first
- Determine point values
 - if it is worth more, it usually takes more time; give it priority
- Keep track of time

So.....

Review, Rehearse, Recite and Relax.

Are you Test Wise?

1. Name a study tool that you *create* and tell how it can be useful.
2. Give an example of an action word that might be used in an essay exam? Why is it important to your response?
3. List two strategies for answering objective questions.
4. After being handed your exam, what are two things you'll want to do immediately?
5. Why is it valuable to scan the entire test?

So.....How Did You Do?

1. Flashcards, checklists and mind maps are study tools that you can create to help you learn and remember information.
2. Analyze is an example of an action word. If you are asked to analyze something in an essay, you will break the information into parts, examine and interpret each part. The action word allows you to answer the question precisely. Review slides 8 and 9 for more action words.
3. Answer the question in your head first and then read all the answers before selecting your answer are two strategies for answering objective questions. Check slides 11-14 for additional strategies.
4. Sign your name, read the directions, scan the entire test, do what you know first, and jot down memory aids are a few of things you'll want to do immediately after receiving the test. Check slide 16 for more ideas.
5. Students understand what is expected and the exact make up of the test by completing a quick scan of the test.

Test-wise Techniques™



MUCH SUCCESS ON YOUR NEXT TEST!