



# ABC'S for Taking a Test

**A**nswer every question

**B**e positive and relaxed

**C**over your work

**D**o your own work

**E**rase, only when you are sure your answer is wrong

**F**orget about cheating



**G**uess, after eliminating wrong choices

**H**ave faith in your preparation, answer with confidence

**I**gnore distractions and maintain your concentration

**K**eep your eyes on your own work

**L**eave cell phones, iPods, and other gadgets at home

**M**ark your answers accurately

**N**ip cheating in the bud by reporting it

**O**bey instructions



**P**repare by studying diligently, not by cramming hastily

**Q**uiet your fears and work calmly

**R**espect others – don't talk or fidget

**S**kip hard questions and answer them later

**T**hink carefully, before you mark your answer

**U**se your time wisely

**V**erify your answers, if you have time

**E**Xpect the best when you are well rested

**Y**ield not, when tempted to cheat

**Z**ip through easy questions.

## BEFORE THE TEST YOU SHOULD

- Find out what kind of test you are going to take by asking your instructor.
- Look at past exams.
- Predict test questions.
- Practice test taking.
- Prepare appropriately for tests involving problem solving or essays.
- Attend a review session, if one is offered.
- Go to bed early the night before. Don't try to pull an "all-nighter".
- Eat a healthy meal before the test.
- Come to the test with everything you need: pencil, calculator, and other supplies.

## UPON ARRIVAL FOR THE TEST YOU SHOULD

- Have confidence in yourself.
- Sit back, relax, breathe, and clear your mind if you become nervous.
- Listen to the instructor before the test begins.
- By all means, follow the directions on the test.
- Preview the test so you'll know how to budget your time.
- Data dump on the top or back of the page.
- Answer easy questions first then go back to the harder ones.
- If in doubt, do not erase your first answer.
- Use the entire test period, don't rush.

## AFTER THE TEST YOU SHOULD

- Go over the items you got wrong. Try to solve the problems on your own first. Get help if you cannot answer them.
- Go over the items you got right. The more you review the material the better you will retain it.
- Learn from your errors and be aware of them the next time you take a test.

## ADDITIONAL RESOURCES

Learning Commons website  
Click on Success Coaching Resources for links and online workshops.

[www.testtakingtips.com/test/index.htm](http://www.testtakingtips.com/test/index.htm)  
[www.testtakingtips.com/test/multiple.htm](http://www.testtakingtips.com/test/multiple.htm)  
[www.studygs.net/tsttak3.htm](http://www.studygs.net/tsttak3.htm)  
[www.d.umn.edu/kmc/student/loon/acad/srat/test\\_take.html](http://www.d.umn.edu/kmc/student/loon/acad/srat/test_take.html)  
[www.spicewoodgroup.com/html/test\\_taking.html](http://www.spicewoodgroup.com/html/test_taking.html)  
[www.counseling.uchicago.edu/resources/virtualpamphlets/test\\_taking.shtml](http://www.counseling.uchicago.edu/resources/virtualpamphlets/test_taking.shtml)

**Learning Commons**  
**Success Coaching Suite**  
**LB 217**

**DON'T STRESS THE TEST!**