

Surviving Tests

Before Starting:

1. Preview the test before you answer anything. This gets your mind thinking about the material.
2. Do a 'mind dump'. Quickly, make notes of anything you think you might forget. Write down things that you used in learning the material that might help you remember (mnemonics). Outline your answers to essay questions.
3. Be clear about how much time you should allow for each section according to the marks allocated. (You don't want to spend 30 minutes on a question that counts for only 15 marks.)



Taking the Test:

4. Carefully read the directions. (Can more than one answer be correct?) Never assume that you know what the directions say.
5. Answer the easy questions first. This will give you the confidence and momentum to get through the rest of the test. You are positive these answers are correct.
6. Now, go back to the difficult questions. While looking over the test and doing the easy questions, your subconscious mind will have been working on the answers to the harder ones. Later items on the test will give you useful or needed information for earlier items.
7. Answer all questions.
8. Ask the invigilator to explain any items that are not clear. Do not ask for the answer, but phrase your question in a way that shows the instructor that you have the information but are not sure what the question is asking for.
9. Underline or circle key words in difficult questions. This will force you to focus on the central points.
10. Express difficult questions in your own words. Rephrasing can make it clearer to you, but be sure you don't alter the meaning of the question.
11. Use all of the time allotted for the test. Never leave an exam hall early.