# **Test Taking Skills**

Preparing for Tests: -

Study enough for tests. Prepare ahead for Tests.

***Problem 1: - Cramming.*** Waiting to the very last days to prepare for tests. ***May*** able to ***cram*** for a very ***short Quiz***, but for important tests Cramming is very bad.

Solution: - Finish all the readings and Practicing at-least 2/3 days before test. Make a written Schedule for that preparations. After that, before the test day, Review and Relax before the test. Setup a good written schedule for reviews. Time management is very very important. Too high study/ practice time crammed in one day is also not good. Sleep and rest is also important. Take break 5 to 10 minutes at every hour.

Problem 2: - ***Lack of*** Knowledge & ***Information***. (***About what the test*** will be like).

Solution: - Try to find these information

1. ***How many Questions*** will be on the test. (***Less questions from more materials*** will have ***big questions and main important points***. ***More questions from less materials*** will bring in more ***detail demanding questions***.) Ask the instructor.
2. ***How much time*** will be available for the test. ***How long*** will be the test. Don’t rush too much during the test. Now calculate the ***time available for each question*** and prepare accordingly. Answer the test questions according to the time available. Ask the instructor.
3. Text VS Lecture: - Will the test questions and answers ***be from Text book and Lecture***. Give importance on the correct material. Ask the instructor.

Problem 3: - ***Too Much*** of information. ***Study the forgetting curve***. Average person ends up ***forgetting 50%*** of studied material within half hour/ ***30 minutes.*** 60% is forgotten within 1 hour, ***completely forgotten in 2/3 hours without immediate review.***

Solution: - Reviews will improve the memorization. ***7 is the important numbers. 7 things can be studied or learned in one sitting in small time***. Divide the study materials and study time into ***30-minute chunks with 5/10 minutes breaks with 7 topics or 7 items***. Study, read, write, take self-test.

***Problem 4: - Arrogance/ Pride***. (***Not getting help from others***/ tutors/ friends/ study group).

Solution: - ***Form*** and participate in a ***study group***. ***Take help from instructors*** / tutors / ***Friends***.

How to predict Test Questions: -

***Two of the best study habits*** you can develop are to ***actively read your textbooks*** and to learn to ***test yourself before your teacher tests you***. One very easy and effective method you can use in order to achieve *both* goals is to learn how to ***ask questions*** of the ***chapter headings***, ***words in bold print and italics***, etc.

Asking ***questions of chapter headings***. ***After reading the heading, stop*** for 2/3 minutes. ***Brainstorm*** for a minute. This helps to concentrate better. Then gather those in formation on -

1. ***Active Textbook Studying***: Asking Questions of Chapter Headings, etc. The simplest way to do this is to ***approach your textbook chapters in a “survey” manner***. So ***before starting to actually do the “heavy”*** reading in the chapter, try this: take a few blank pieces of paper or several 5x8 index cards and set them up so they look like the example below:

***Textbook/Subject: \_\_\_\_\_\_\_\_***

***Chapter:\_\_\_\_\_\_***

***Page Number:\_\_\_\_\_\_***

***Heading: \_\_\_\_\_\_\_\_\_\_\_\_***

***WHY?\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HOW?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WHAT?\_\_\_\_\_\_\_\_\_\_\_\_\_ WHO? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ WHERE? \_\_\_\_\_\_\_\_\_\_ WHEN? \_\_\_\_\_\_\_\_\_\_\_***

Then begin surveying the assigned chapter. Start with the first heading (headline) and record information on the page or index card you have prepared, asking yourself the six questions listed. Please see the example at the top of the next page.

Then ***after that*** start ***read***ing the ***text*** ***books*** and/or ***notes***. This helps to concentrate better and provide a study tool. ***Make a flash card*** with that info. Make a ***mind map***. ***Use images*** everywhere. Then take ***self-test***.

As you can see, eight potentially useful questions have been asked about this one concept (heading). Sometimes you’ll be able to think of two or more questions for one of the six question words, and sometimes you won’t think of any. But just get in the habit of asking a lot of questions. Then when you go back to actually read the material, you’ll be looking for answers (and maybe even more questions to write down!) , and that will help you concentrate more effectively and, as result, get more from your reading. You should fill in the answers to the questions while you read by stopping each time you find an answer and recording it on the back of your notebook paper or index card. By doing this, you’ll be able to use these sheets of cards to study from as the test approaches (like flash cards!).

If you have time to complete a form for each heading or word/phrase in bold print or italics, that would be great. But even if you can only do this for half of them, you’re going to be better off than you are now because you’ll be reading and studying very actively. As a result, you’ll be getting a better grasp of the subject on which you’ll be tested.

1. ***Creating own study quizzes:*** - ***Create study questions*** based upon the whole chapter and details on the subject. ***Create*** ***fill in the blank*** Question and answers. Create ***True*** ***False*** Questions. May ***photocopy*** hand written ***notes and pages of books*** then ***white out several words*** per paragraph in different paper copies then ***copy them again***, then ***take self-test***.
2. ***Prepare and Take Model Tests***, take or prepare and solve the quiz questions at the end of every chapter.
3. ***Studying*** with a ***partner*** or in a ***study group***. Different people prepare quizzes for different chapters. Then take the quiz together. Then go to correction and explanations.

Test Taking Skills: -

***Every test*** is ***different***. So, ***use various*** study ***tools***.

If did not or could not study well before the test date then get as much study time as possible. But try to prepare for test well ahead of test date.

Three General test taking strategies: -

1. On the morning or very close time of the test – ***“Don’t study very very hard just before the test”***. Because that may cause some problem while trying to remember materials, may lose confidence. If did not or could not study well before the test date then get as much study time as possible. But try to ***prepare for test well ahead of test*** date.
2. ***Arrive early*** at the test center. But ***not too early***. And don’t study while at the test center. ***Just relax and take some deep and rhythmic breaths*** and more rhythmic breath. And prepare mind, body, seat for test.
3. ***Sit Alone*** to avoid Confusion & Distraction. Don’t get busy with other people or other people’s preparation or new ideas on the test hall.
4. ***Preview the All Test Questions***, the whole test Questions, ***Numbers*** of Questions and ***Types*** of Questions.
5. ***Calculate and write down which questions*** and ***how many questions*** should be answered by the ***half time*** of the test. If that is slow or fast then correct, ***slow down or speed up*** answering.
6. ***Answer the good / easy and short questions*** at first. Start off fast and ***confident***. Be organized and take ***10 rhythmic deep*** breath and ***relaxed at start***. ***Don’t be stressed spatially at the start.***
7. Any time ***if the question is hard*** then ***leave space*** for answer and ***start the next easy one***. ***Never Panic, take 10 rhythmic deep breath and relax*** and the ***previous unfinished answer might or shall come back*** to mind later.

Test Questions type/ Objective: -

1. True / False: - ***Never panic*** if cannot remember answer to the questions. They ***will come back later***.
2. ***Slowly read and read twice***. Even ***one word*** or ***part of word make the sentence different***. Like -
3. 100% indicator/Qualifiers are mostly False - “Everyone” or “No-one”, “Always”, “Every”, “Never”, “All”. ETC.
4. In between Qualifiers are mostly True - “Frequently” or “Most”, “Some”, “Few “, “Mostly”. ETC.
5. Double Negatives Questions – Cross out both the negatives, then take the meaning, this will solve most of the time.

***Essays Question & Answers/ Subjective: -***

1. ***Read*** the ***question*** ***slowly*** and ***deeply*** 2/3 times and then try to ***understand*** first. ***Read*** the ***question*** carefully and ***look out*** for ***instruction words***. ***Think before*** you speak and ***write***. ***Fix answer*** ***ideas*** & ***outlines*** first. ***Never panic*** if cannot remember answer to the questions. They will come back later.
2. If possible, ***ask the teacher*** what he wanted in that Essays Q/A.
3. ***Incorporate the question*** sentence or words ***into*** the ***first*** sentence or paragraph ***in*** the ***answer***, then write the answer. ***Develop the point/idea*** of answer and ***give details*** on the information.
4. Writing mechanically, grammatically and stylishly correct. Only ***use words*** which can be ***spelled correctly***. Write in a way that others can read them.
5. Always try to ***leave some space after finishing*** an essay type answer, maybe to add something more later, ***when unsure*** about the ending of the answer.
6. ***Review and revise*** and try to correct the answers before the ***test ends***.
7. Try to ***answer the easy or common answers with most numbers first***, then other answers.
8. Try to write all the answers with equal value of numbers equally and ***try to answer all the questions*** then writing. ***Don’t be stuck*** on ***one question*** or ***one type*** of test paper.

***Multiple Choices Q/A: -***

1. Multiple Choice Method: - This is only for Multiple choice test Q/A. ***First cover all the answer choices*** of a question and ***read the question properly***. ***Then try to remember*** the answer. Only ***after that*** ***see the choices*** for answers.

A) Easy- First ***cover (with hand)*** all the ***answers*** and ***read the question*** properly. Then try to remember the answer. Only after that see the choices for answers. This will stop the test taker from being confused by ¾ good looking answers and get tricked easily into a wrong answer. The a nswer will be there for the easy ones. Then find the right answer. Get all the easy questions of the test Answered.

B) ***No*** Match /***cannot match*** or ***Not there*** ones - If the answer is not there, them ***don’t panic, relax, take 3 rhythmic deep breath***, ***SKIP*** it, ***come back later***. These will give ***worm-up for brain***.

C) Challenging: - After reading the question if the answer cannot be remembered correctly but had heard or read about that before, then try to ***read the question again understand*** and try to remember again before looking to answer. If cannot remember the answer, then SKIP them too. Don’t look the answers. Don’t ***keep pushing and don’t get stuck***. These will give stress and tension free Exam. Never panic if cannot remember answer to the questions. They will come back later.

D) No Idea / Have not read: - If after reading the question, nothing of that matter can be remembered, No Idea. SKIP these too. If cannot remember the answer, then SKIP them too. Don’t look the answers. Don’t keep pushing and don’t get stuck. These will give stress and tension free Exam. Never panic if cannot remember answer to the questions. They will come back later.

E) Keep on doing ***A-D for whole test***. After finishing all the easy ones and skipping others, then go from the start again and find those skipped the first time and start trying to answer them like the first time, only with hand cover all the answers and read the question properly. Then try to remember the answer. Only after that see the choices for answers. Then find the right answer. Mostly this time, the Challenging questions will be answered. Never panic if cannot remember answer to the questions. They will come back later.

F) Be ***careful while SKIPPING***. ***Make sure that all the answers are given in the correct order*** to the correct numbers. ***Point one finger on the question number*** and ***point pen on the Answer number*** before giving Answer.

**Study Skill Workshop #8: Test-Taking Skills**

**True-False Questions**

\*Place a “T”- (True) or “F”- (False) in the blank to the left of each of the following statements.

Questions 1-5 relate to the board and card games.

\_\_\_\_\_ 1. Everyone loves to play **Sorry.**

\_\_\_\_\_ 2. No one plays **Chinese Checkers** anymore.

\_\_\_\_\_ 3. **Old Maid** is frequently played by children.

\_\_\_\_ 4. **Monopoly** is not an unsuitable game for children aged six and under.

\_\_\_\_ 5. **Bridge** is mostly played by adults.

Questions 6-11 relate to general study skills.

\_\_\_\_ 6. You should always answer every question on every test.

\_\_\_\_ 7. Some tests are too lengthy to complete in the allotted time.

\_\_\_\_ 8. All exams are comprehensive.

\_\_\_\_ 9. A test may not be without poorly worded questions.

\_\_\_\_ 10. Never study with a partner.

\_\_\_\_ 11. Following directions is not unimportant.

#1-5 Adapted from *College Study Skills; Becoming a Strategic Learner* by Dianna L. Van Blerkom (Wadsworth Publishing Company, 1997).

#6-11 taken from *College Learning and Study Skills*, 2nd Edition by Debbie Guice Longman and Rhonda Holt Atkinson (West Publishing Company, 1991).

**Succeeding on Essay Exams**

\*For more help with your writing or any other English skill, please visit the Writing & Reading Success Center

The ***most crucial task*** you have when ***preparing for*** and then taking an ***essay exam*** is to ***ask*** your ***teacher*** ***EXACTLY what he or she wants*** you to include ***in*** your ***answer***, and ***how*** you are supposed ***to write it***. This is ***extremely important*** because ***essay tests are subjective***, and ***each teacher is*** unique in terms of ***what*** he or she ***wants*** to see and *does not* ***want to see on*** your ***paper***.

In addition to what you find out from your teacher, read the following information, adapt it to your situation, and then put it all into action for greater success.

The following material is adapted from *The Confident Student* by Carol C. Kanar (Boston: Houghton-Mifflin Company 1991: 346-347).

**General Guidelines**

1. ***Read*** the ***question carefully***. Watch for ***instruction words***, and make sure you ***understand what*** the ***question*** ***asks*** you to do. ***Ask the instructor*** for an explanation if necessary.

2. At first ***think about what*** you will ***write***. ***Plan*** your ***answer***, and allow yourself enough time to write thoughtfully.

3. At first ***write the main points***. Jot down a ***scratch outline*** of the ***major points*** you ***will cover*** so that you ***don’t forget*** them.

4. Incorporate the question into your first sentence, and briefly state your answer to the question.

5. In the rest of your essay, ***develop the points*** that ***explain*** your answer, and ***provide*** enough ***details*** ***to show*** that you ***know*** the ***material well***.

6. ***Save time*** at the ***end*** of the exam ***to*** ***proof-read*** your essay and ***correct errors***.

**Some Instruction Words Used in Essay Questions**

Instruction Words Meanings

Compare, Explain similarities and differences, highlighting the similarities.

Contrast, Explain differences only.

Criticize or evaluate, Make a judgment about strengths and weaknesses, worth or merit, Positive or negative aspects.

Define, Give a precise and accurate meaning.

Discuss or explain Give reasons, facts, details that show you understand.

Illustrate, Explain by using examples.

Interpret Explain in your own words and discuss significance.

Summarize Condense main ideas; state briefly.

The following material is adapted from *Right From the Start – Managing Your Way to College Success* by Robert Holkeboer (Belmont, CA: Wadsworth Publishing Company 1993, p. 7:15).

What Most ***Teachers are looking for*** in an Essay Answer?

1. Did the ***student*** ***understand the question*** and ***answer it completely***?

2. Is the answer ***well organized***, ***coherent***, and ***logical***?

3. Are ***general statements*** and ***main ideas*** ***supported*** by ***facts and examples***?

4. Is the writing ***clear and understandable***?

5. Is the writing ***mechanically, grammatically, and stylistically correct***?

6. Is the writing at ***least fairly neat*** (legible/ ***readable***)?