Test Preparation Application

Preparing for a test is one of the most challenging experiences for a student. The strategies that are discussed will raise your overall performance.

- 1. Begin preparation for all tests at the beginning of the semester.
 - A. Make a formal list of all of your examination dates and put them on your calendar. Note any changes that may occur during the semester.

Examination Schedule

Course One	Date	Time	Location
Course Two	Date	Time	Location
Course Three	Date	Time	Location
Course Four	Date	Time	Location
Course Five	Date	Time	Location

- B. Build examination study time into your calendar.
- C. Complete all assignments on time by following your calendar. If your assignments are done they cannot interfere with your study time.

2. Divide your study time for each examination into five days. Save the fifth day to review.

Study days		
Day One		
Day Two		
Day Three		
Day Four		
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3. Perform stress and relaxation exercises to reduce the tension brought on by examinations.

Begin the day with any exercise you enjoy. This consists of deep breathing in which you hold your breath three seconds and then exhale, repeated ten times.

- 4. If you do not have the precise answer on an essay examination, write down what you do know. Never leave an answer blank when you can demonstrate that you do have some knowledge about the subject you are studying. Even a quick outline or list of points may earn you credit for the question.
- 5. Most of the time absolute answers on multiple choice examinations are false. Avoid absolute responses often contain such words as always, never, everyone, everywhere. These answers are frequently incorrect.

- 6. Develop your own test from your notes, tape recorded lectures, and textbooks. All of these sources should reveal important questions.
- 7. Use a matrix to study your materials.

For example, if you are taking a Introduction to Computers examination, list types of computer devices on the vertical line and types of equipment on the horizontal line. Then fill each box with important information about your subject. This visual representation makes it easier to remember and comprehend important facts and relationships. A sample is illustrated below:

Introduction to Computers Review

	Monitor Size	Mouse	Software	Systems	Company
Desktop	15 inches	external	All PC Software	2000 or XP	Dell
Laptop	12 inches	Built in	All PC Software	2000 or XP	IBM
PDA	2 inches	Built in	Device Software	OS	HandSpring

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8. Develop a study outline

- A. Outline your book and determine important content you should know. List all of the important things you must study.
- B. Outline your notes so that they have real structure to them when you begin to study for your examination.
- 9. Preparing for essay questions
 - A. Remember to formulate test questions from the information that is presented in class.
 - B. Remember to formulate test questions from the information that is presented in your book.