TIPS

» Get good sleep the night before the test.
» Know when and where your test is scheduled.
» Get to your test site early so you can relax and mentally prepare.
» Start studying early.
» Review old tests.
» Look at or create a study guide.
» Don’t cram unless you absolutely have to.
» Breathe.

ASK YOURSELF THESE QUESTIONS:

» What format is the test?
» How many questions are there?
» Is this a cumulative test or a unit test?
» What have past tests been like in this class?
» What resources do I have to study with (i.e., past tests, study guides, lecture notes, etc.)?

“THERE ARE NO SECRETS TO SUCCESS. IT IS THE RESULT OF PREPARATION AND HARD WORK.”
—GENERAL COLIN POWELL

“SUCCESS IS THE SUM OF SMALL EFFORTS, REPEATED DAY IN AND DAY OUT.”
—ROBERT COLLIER
MULTIPLE CHOICE QUESTIONS

Try and answer the question before looking at the given choices.

Read all choices carefully.

Eliminate answers that you know are wrong first. Then eliminate answers you think are wrong.

Watch out for:

- Superlatives (Always and Never)
- Opposites (Not, All, and Except)

Better choices:

- Almost Always
- Almost Never
- Often
- Rarely

Take an educated guess. In most classes, you will not be penalized for guessing.

TRUE/FALSE QUESTIONS

The answers must be **100% correct** to be true.

- If any part is false, it is all false!

Watch out for superlatives:

- **Always** and **Never**

Better choices:

- Almost Always/Never, Often, Rarely

Watch out for longer statements:

- There are more details that must be correct for the answer to be true.
- It could be the textbook definition.

ESSAY QUESTIONS

Read the prompts and directions carefully.

- Do you need to answer all five questions or only three?
- Answer all parts of the prompt!

Write out key ideas that are important in a **brief outline**.

Be specific in your answers. Don’t write general statements.

Edit. It’s okay to go back and edit, cut, and proofread your short answers and essays.

Manage your time wisely!

"**BY FAILING TO PREPARE, YOU ARE PREPARING TO FAIL.**"

- BENJAMIN FRANKLIN