

**Guess What!** – A little anxiety before a test improves your concentration and alertness. Excessive worry, or test anxiety, will lower your test scores.

*The brain is like a computer in that it contains a great deal of information. This information is useless, however, if you are not able to “access” the information when you need it. Having test anxiety is like not having the password to your computer. To reduce test anxiety, do the following:*

## **Test-taking Strategies**

**Start studying early.** The night before a test should be reserved for review and a good night's sleep. (Cramming increases test anxiety!)

**Get off to a good start:** Have everything you need for the test, pen/pencil, calculator, etc. As soon as you get your test, write anything that you want to remember (facts, dates, equations, formulas, or memory aids) in light pencil at the top of your test paper. Put your name on your test and be sure to read directions carefully.

**Develop a plan:** Before you begin answering questions, quickly look over the entire test and develop a plan. For example, 15 minutes for each segment - multiple choice, essay and true/false questions, 10 minutes to check over your answers.

**Mark questions that you want to return to:** As you go through the test, put a dot or light checkmark by any answer that you are not sure of. After you have gone through all the questions, go back to the ones you've marked and try them again. Don't panic if you don't know the answers to the first few questions. Sometimes it takes a few minutes for your brain to get in gear. Chances are you'll know the answers when you come back to them later.

**Increase your odds on multiple-choice questions:** Use the test to help you take the test. Sometimes questions give you information that can help you answer other questions.

- As you are reading the questions, try to come up with the answer in your head before you look at the choices.
- If you are not sure of an answer, eliminate the choices you know are incorrect by crossing them out, and then make an educated guess.
- If two of the choices are similar or opposite, probably one of them is the correct answer.
- If you have no idea, you can be sure that this one will be on the Final Exam—Study!

**- See Other Side for More Tips -**

**Look for key words in True/False questions:** Statements with *always, never, every, seldom, all, and none* in them are usually false. Statements with *usually, often, sometimes, most and many* in them are usually true. Remember, for a statement to be true, every part of it must be true.

**Know how to approach essay questions:**

Read each essay question and then start with the easiest one. This will help you gain confidence. Before you do any writing, brainstorm. Jot down key words, ideas, and points that you want to cover in your answer.

Begin writing. Be sure to write legibly and in complete sentences. (Studies have shown that when two identical essays are graded, the one that is easier to read gets the higher grade.)

- In the opening paragraph, state the question and tell the reader what he/she can expect to learn from your essay.
- In the middle paragraphs, present examples, details, evidence and facts to support the points you are making.
- In the final paragraph, restate your position along with a quick summary.
- Finally, reread your answer and make corrections.

If you don't know the answer to an essay question, write whatever you know about that subject. You might hit on something and get partial credit.

**Improve your math test scores:** Before you start to solve a problem, try to estimate what the answer will be. Show all of your work. Even if you get the wrong answer, if you were on the right track, you may get partial credit.

**Check answers:** If you have time, check all of your answers; even the ones you know are correct. You may have read the question wrong or made a careless mistake.

**Get plenty of rest the night before testing, eat high protein, low fat meals and drink plenty of water:** The brain dehydrates during stressful periods. Water can revitalize your brain and improve concentration.

**How you act can affect how you feel.** So, don't walk into the test with your head down and your feet dragging. Walk tall and with a smile on your face. If you act confident, you just may find that you feel more confident!

***“If we did all the things we are capable of doing, we would literally astonish ourselves!”*** Thomas Edison  
or how about....

**Remember: Whether you believe you can or not, either way, you are correct! The choice is yours.**