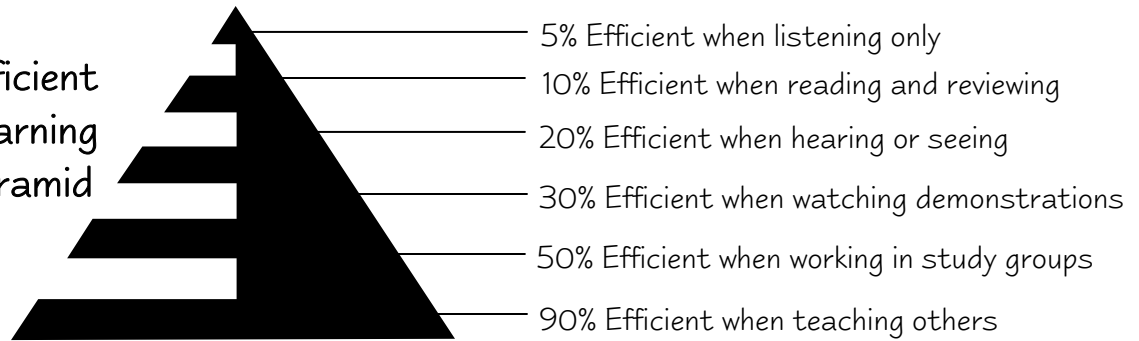




# Top 10+ Tips to Effective Test Taking

A Study Guide to Efficient Test Taking .....

Efficient  
Learning  
Pyramid



1. **Test prep begins on the first day of class**...consistent review of classwork, homework and chapter readings is key to successful test-taking.
2. **Ask the instructor if certain lecture areas will be emphasized**...just asking may make all of the difference.
3. **Eat before a test**...having a light meal before the test will give you energy and help you focus. Keep in light though, a heavy meal will make you sleepy.
4. **DON'T CRAM**...pulling an all nighter before a test only exhausts you and does not help with retention of information.
5. **Arrive to class a little early**...in order to get settled and ready to take the test. Rushing in at the last minute is stressful and takes important time away from test taking time.
6. **Read the exam carefully**...make sure you know exactly what the question is before answering it. Ask the instructor a question if you don't understand what is being requested.
7. **Budget your time during the test**...don't get stuck on one question that you do not understand and lose time for other questions you may know the answer to. If stuck, move on and come back when all other questions are answered.
8. **Show your work**...give enough detail that the instructor will see that you understand the key concepts.
9. **Try to answer at least parts of the question**...even if you don't know the full answer. Partial credit, if given, is better than no credit.
10. **Breathe**...don't panic if you don't know an answer. If you get anxious, put the pencil down and take a deep breath. When you have calmed down, start again. Don't give up.
11. **Check your work**...if you have time at the end go back and review your answers. Be careful though to not second guess yourself. Oftentimes, the first answer is the right answer and there is nothing worse that crossing off a correct answer and putting something else.
12. **Bring everything you need to the classroom**...don't forget the essentials, extra paper, pencils, pens,

What the mind of man can conceive and believe, the mind of man can achieve.

-- Napoleon Hill