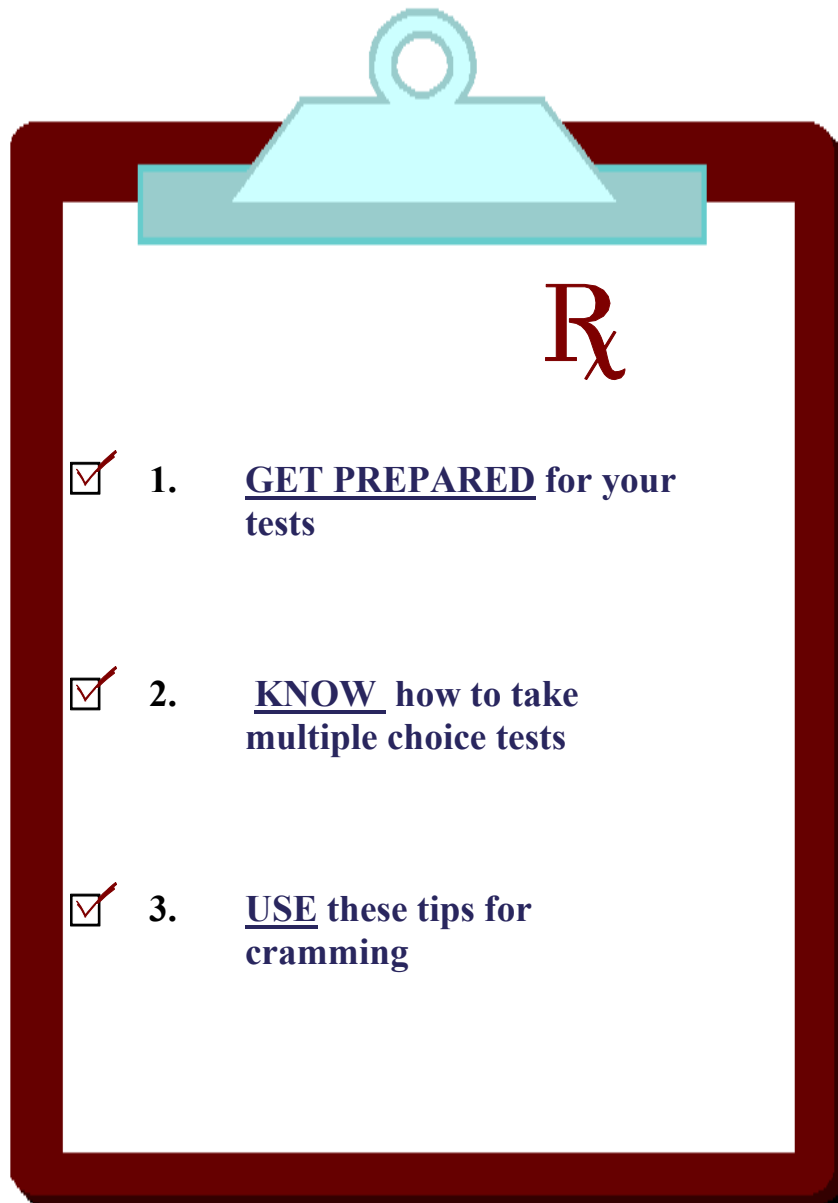


# PRESCRIPTION FOR TESTING TAKING TREMORS

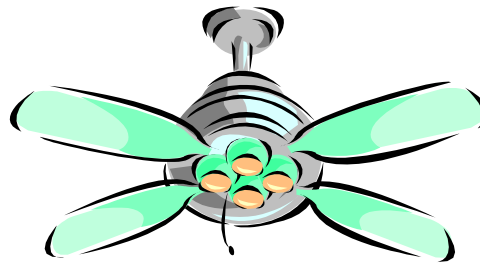
Test preparation can be a mystery for those who study, but always seem to study the wrong information. For others, writing the test causes such anxiety that remembering what was studied is impossible.

To become better prepared for tests and become "test wise," use the following proven strategies:



# STUDY ENVIRONMENT

Your study environment can determine how well your study time passes. You need to study in the same place and at the same time each day to develop the "study habit". Both your mind and body become used to the routine, and as studying becomes easier, more information is studied and retained.



**Well Ventilated**

## Light Source

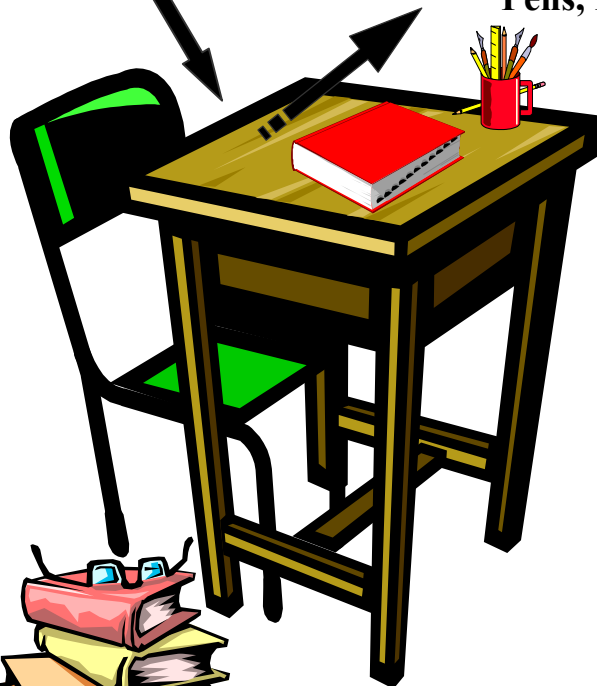
Light over shoulder

- Right handed - over Left shoulder
- Left handed - over Right shoulder



## Clear Desk Surface

Pens, Paper and Text Only



## Chair

Not *too* comfortable

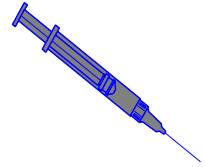
All other texts and notes on the floor – out of sight

## White Noise

Sound should not distract



## STEP ONE: TEST PREPARATION



**HOW MUCH YOU NEED TO PREPARE DEPENDS ON THE FOLLOWING:**

1. **Your knowledge base - How much do you already know?**
2. **The amount of material the test covers.**
3. **What types of questions are on the test?**
4. **How much time is given for the test?**

### **BEFORE THE TEST**

- I. **INFORM YOURSELF** - Have all the information about the test.
  - a) Find out what kind of test is being given, as well as when and where it is being given.
  - b) Note how the information in the text and lectures is interrelated.
  - c) Practice actively - look at previous tests and note any areas the instructor has emphasized.
  - d) Check with your instructor if anything is unclear.
- II. **DECIDE ON YOUR STUDY TECHNIQUES** - You may use one or several techniques.
  - a) Recite - ask yourself questions and answer them.
  - b) Use study cards - write definitions, questions, and main points.
  - c) Use mnemonic devices - make up jingles, rhymes, and stories.
  - d) Study with a partner or group.
  - e) Be prepared to evaluate your study progress from time to time.

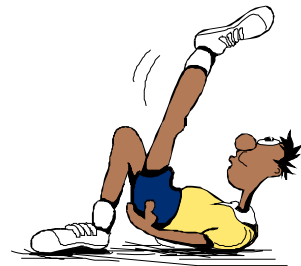


**III. PLAN OF ATTACK - Know what you are going to do and how you will do it.**

- a) Gather all your study aids – texts, notes, handouts, and so on.
- b) Make a study checklist or table of contents – 15 minutes. List all major topics and rank them from the most difficult to the easiest. Expand this list to include definitions and vocabulary.
- c) Start with the most difficult since these demand the most energy and concentration. If you run out of time for studying, you have the hardest topics covered.
- d) Consider the weight of each topic and spend the most time on those carrying the most weight.
- e) Set target dates to complete each section and give yourself time for an overall review.

**IV. PHYSICAL AND MENTAL PREPARATION**

- a) Be well rested; try to get 8 hours sleep.
- b) Remember, your physical condition affects your ability to reason. Eat breakfast and avoid caffeine.



- c) Be confident you know the material . Have a "Shark Attitude" - You attack the test; don't let the test attack you!

- d) Tension is contagious, so stay away from others who may confuse you by asking questions or by disagreeing with your answers.

**DURING THE TEST**

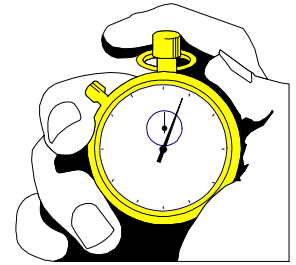
1. Read all the instructions carefully and completely.
2. Scan the test for general content to determine the topics and types of questions. Doing this overview gives your mind a chance to organize the material and settle down before you start the test.
3. Schedule your time. Give the most time to questions worth the most points and leave time to go over answers before handing in your exam.

4. **Pace yourself. Answer the easiest questions first for three reasons:**

a) **You will have answered all the questions you can in case time runs out.**

b) **You may think of answers to some of the difficult questions, as answers will often come to you while you are working through other questions.**

c) **You may find an answer to some difficult questions in another area of the test.**

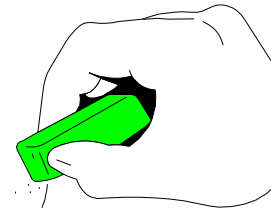


5. **Look for cue words and underline them. Be sure you understand the question.**

6. **Answer all questions unless you are told not to or unless incorrect answers are deducted from correct ones.**

7. **Check answers carefully before handing in the test. Change answers only if you know they are wrong.**

8. **Anticipate the fact you may not know all the answers. Don't panic - Stay calm and do the best you can.**



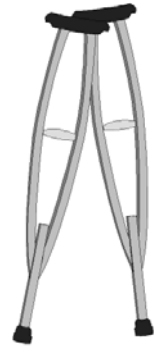
### **AFTER THE TEST HAS BEEN GRADED**

1. **Analyse your test to see why your answers were incorrect.**

2. **If you don't understand why an answer is wrong, ask your instructor.**



## STEP TWO: MULTIPLE CHOICE QUESTIONS



**These questions test your knowledge and are easily marked, but they are often harder than other types of test questions because there are no marks if your answer is close.**

**Multiple choice questions are incomplete statements followed by possible solutions. In reality they are just a series of true/false questions. One answer is correct; the others are distracters and do just that - distract you from the correct answer.**

### STRATEGIES:

1. Cover all possible answers and try to answer the question on your own.
2. Read the question twice and then look over the list of answers.
3. The strategy is to eliminate distracters. Cross out unnecessary information and jot down the essence of the question.
4. If you are having difficulty understanding the question or finding an answer, rephrase the question in your own words.
5. Look for answers in other test questions.
6. Your first answer is usually the right one. Do not change an answer unless you know your first answer is wrong.
7. Watch Warning Words - words or groups of words that should catch your attention and give clues to the answer.
  - a) Negatives - not/ except/ no/ mis/ un/ im/ non - Be careful of double negatives. She was not misunderstood - she was understood.
  - b) Absolutes - 100% of something - never/ always/ every/ none - These answers are unlikely to be correct.



**8. If you have to guess:**

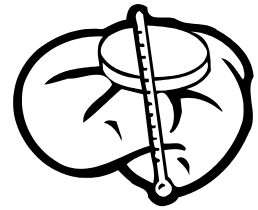
- a) all of the above tends to be correct.
- b) more complete or inclusive answer tends to be correct.
- c) two similar looking answers - usually one of them.
- d) an unduly long alternative tends to be correct.
- e) choices that mean the same thing - usually neither.
- f) four possible answers - try B - 40% chance.
- g) five possible answers - try C.



**You must know the information. No strategies will be effective if you do not prepare for the test!**



## STEP THREE: TIPS FOR CRAMMING



There is generally no excuse for not preparing adequately for a test if you have the time, materials and will. However, you may run short of time and have to cram. If you do cram, there are some tips to consider.

1. **MAKE CHOICES** – Pick the most important concepts and learn these thoroughly. You should divide your study time so that you spend 25% on new material and 75% on drill of the new material.
2. **MAKE A PLAN** - Why not? Your time is short anyway, so don't waste the time you do have.
3. **USE MIND MAPS AND FLASH CARDS** – Get the material ready so it is easy to study and available whenever you have a few minutes.
4. **RECITE, RECITE, RECITE** - Use a tape recorder and play it as you fall asleep. Remember when you cram, you are not trying for understanding, you are trying to memorize material in a short period of time.
5. **RELAX** – Use relaxation techniques. Now is when many people suffer from severe test anxiety and you want to use your time in productive studying, not unproductive worrying.
6. **DON'T BLAME YOURSELF** – You know you are the one responsible for your success or lack of it, now is not the time to start berating yourself. Just get down to studying and do the best you can.