**During the Test**

* Read all instructions carefully and mark important/key phrases (if you can)
* Do what you know first & come back to the questions you are unsure of
* Do questions that are worth more points first
* On Multiple Choice tests, cover the answer options and predict the answer before reading through them. This prevents you from getting confused by familiar words in incorrect options.
* Read through Essay answers and check off the prompt to ensure you answered every part of the question
* *Trust yourself!* Do not change the answer to a question unless you found the correct answer in the test or you remembered a key piece of information

**Before the Test**

* Attend class, complete readings, and review material regularly to keep up with new information and refresh previously learned material
* Review your syllabus or notes from your professor regarding what is going to be on the test and how it will be formatted. This will ensure you are studying the most important information and that you are not thrown off by the format of the test on test day
* Create a detailed & specific study plan of what you plan to review leading up to the test
  + Writing down what, when, where, and how you are going to study makes you more likely to actually study
  + Breaking down your studying into chapters or topics can make studying less overwhelming and allow you to see the progress you are making as you study
* Use your lecture materials (powerpoints), textbooks, and notes to predict test questions and create review tools that allow you to test your knowledge and practice self-testing regularly leading up to the test.
  + *Self-Testing* – reciting information or answering questions aloud or to yourself without looking at your notes or other materials, combats false confidence that can occur when you begin to recognize your study materials
  + *Some good review tools include:* Flashcards, Mind Maps, and Practice Questions or Tests
* Prepare all of your test materials and get a good night sleep the night before your test. Rushing to find a scantron or pencil last minute can cause unnecessary stress and actually hinder your performance on test day!

**Test Anxiety**

Anxiety about a test is a totally normal side effect of caring about your grades!

The best antidote for test anxiety is good preparation, but if you are still anxious, these tips might help:

* Write out your anxieties and worst case scenarios the night before – this way they can’t surprise you in the middle of the test
* Focus on the test:
  + Take three deep breaths in through your nose and out through your mouth if you get distracted
* Think positively and practice positive self-talk
  + You can do this!
* Get a pep talk from a friend or family member
* Mind your posture, sitting up straight can trick your mind into being more confident
* Arrive early to the test to get comfortable in the environment and relax

If you experience more frequent or severe anxiety, be sure to consult **UCF CAPS** for help with coping skills or medication management

Test Taking Skills