

Learning objectives:

Upon successful completion of this course, the student will:

- *DEFINE SOME NOTIONS IN EXAM PREPARATION.*
- *KNOW HOW TO PREPARE FOR YOUR EXAMS.*
- *HAVE SOME HINTS FOR YOUR DIFFERENT TESTS.*

Improve grades

You can improve your grades by improving your skills at taking tests of a course. You can't **substitute** test-taking skills for proper studying. But if you study properly, there is still the possibility that you are not skilled at taking tests. This lesson aims at giving you some guidance for developing your test-exam taking skills.

Preparation of test

Preparation of test consists of becoming aware of the kinds of tests and questions you are likely to be asked, **anticipating** those questions and reviewing the material to be tested on.

If you have studied properly, preparing for the test should not be a cause of major nervousness. You should be well prepared to take any test.

Well prepared

The best to prepare for a test is to habitually study well.

Reading Test

Just as these are efficient and inefficient ways to read texts (or newspapers or anything else, for that matter), there are efficient and inefficient ways to read exams.

Advise

I advise you to follow these steps in reading and doing an exam:

1- Preview the exam

Is the exam divided into parts? What kinds of questions are asked in each part? Are some parts **worth** more than others? Are some of them easier than others?

Determine how much time to spend on each part. This will depend on two factors; the value of each part and your relative confidence in doing well on each part. If you are equally confident about all parts, then give a percentage of the total test time equivalent to the value of each part. E.g. if one part is worth 50 percent of the grades, you should spend 50 percent of your time on that part.

2- Manage the exam

Determine the order in which you will do the parts of the exam. Begin with the parts on which you are might think of tests as being either sets of listing, sequential, relational and/or classifying questions.

3- Recognize the exam

The most confident of doing well, the one you think is the easiest.

If all parts are of equal difficulty, begin with the one which has the **greatest value**.

If all parts are of equal difficulty and value, begin with the first part and work your way straight through the exam, making sure that you do not spend too much time on any one part.

The only other case where you should begin with the first question and **proceed** sequentially through the last one would be if each part were more difficult than the one before it. Don't spend much time on any one of them.

4- Do the exam

Don't start doing the exam until you have previewed, managed and recognised it.

- **Read the instructions** and each test item very carefully, make sure you understand the questions being asked.
- Fast reading of the instructions or the questions may lead you to answer a question you aren't being asked.
- If you don't understand a question, ask for clarification (when it is open)
- In true- false multiple choice tests, **skip** items you are not sure of, as well as those you must take time to think about.
- Return to the skipped items after answering the other questions in that part of the test, if you are not going to be **penalised** for wrong answers you must **guess**.
- Don't spend too much time on any one part of the exam, if you have time, review your answer.

It should be repeated for each test (exercise), for each course , lecture you take

Prepare yourself

1- As you read each section of an assigned chapter, turn the section heads and subheads into questions and write them down on **index cards, or a piece of paper**.

- Read the section to find the answers on the other side of the card. Try to make the subhead questions **relationship questions** relating each one to the other if possible. As you work through each part, try to make primarily relationship questions.

2- Read the instructions for any exercise at the end of the lesson and make questions cards for questions that you would ask on an exam.

3- Preview your texts and notes.

A) Read the titles of the lessons; each lesson title and subtitles, the first and the last sentence of each section.

B) Read the outlines or summary at the beginning or end of the lesson if there is one.

C) Read any material you have marked out as significant (by boxes, highlighting or through symbols such as asterisks); if you turned any of this material into questions make answer index cards for them.

D) Make question/answer cards for any boxed-off key terms and underlined or bold definitions.

E) Make a map of the material.

F) Write a brief paragraph summarising or outlying the material.

4- The night before the exam: Spend no more than one or two hours reviewing your questions/ answers cards, and looking over your maps, and the summary of the material.

Don't miss class!!!! If you have to miss a lecture, ask someone to tape the lecture for you or borrow a classmate's notes