

# General Test Taking

## Tips and Strategies

### Find out the details

Is your exam taking place in-person or online? Is the exam scheduled for a specific day and time, or are you able to schedule it from a range of available dates? (Schedule your time as soon as you're able to schedule!) Answers to these questions will likely vary from class to class, so check your syllabus to be sure.

### Prepare for online testing

If your test is online, confirm the testing platform and any location requirements. Ensure your Wi-Fi is capable of supporting your exam platform and any other tools you may need are functional. If a technical issue happens, contact your instructor immediately.

### Read directions carefully

Directions provide information you need to get full credit. If possible, underline key terms and number the steps in the directions. Use this time to preview test structure and mentally prepare yourself as well!

### Answer the easiest questions first

This builds confidence and may trigger your memory for other information. If you run out of time, then you will have answered the questions you knew.

### Attempt every question

Expect to experience memory blocks. Mark questions you don't know and go on. Return to these questions when time permits, even if only to guess. Remember, you may get partial credit. Use positive self-talk to get through periods of anxiety.

### Do a brain dump

Write down the formulas, processes, or outlines as soon as possible. This clears your mind for thinking rather than storing information. It also eases the stress of worrying and forgetting.

***If you are taking an exam in the testing center, make sure to "Start" before doing a brain dump!***