

Test Taking Skills

*Adapted from *Becoming a Master Student**




<http://www.dreams-goals.com/Wkshp-LearnStrategies.html>

Presented by:
Kathleen E. High, M.Ed., CCSP, GCDF-I
Independent Education/Career Consultant
Your Dreams & Goals

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Things to Know


- Prepare for the Test
- Types of Tests
- Test Anxiety



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Before the Test:

- **Manage Review Time:**
 - Difference Between Learning and Reviewing
 - Daily, Weekly, and Major Reviews
 - Study checklists, Mind Map Summaries, Flash Cards
 - Monitor Your Reviews, Take a Practice Test
 - Get Copies of Old Exams



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Before the Test:

• Difference Between Learning and Reviewing:

- **Learning:** When First Presented
 - Emphasis on Understanding, Applying, Analyzing, Evaluating, Creating
 - Trying to Learn During Review Time is **CRAMMING**
- **Review:** Recall Prior Learning
 - **Demonstrate** Remember and Apply Prior Learning
 - **Rote** (repetition): Best Method for Memorization



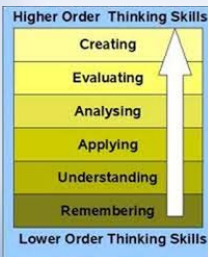
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Before the Test:

• What Will the Test Ask You to Do?



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Before the Test:

Cooperative Learning

- **Form a study group**
 - Choose a focus for your group
 - Look for dedicated students
 - Hold a planning session
- **Conduct your group**
 - Test each other by asking questions
 - Teach each other
 - Compare notes
 - Brainstorm test questions



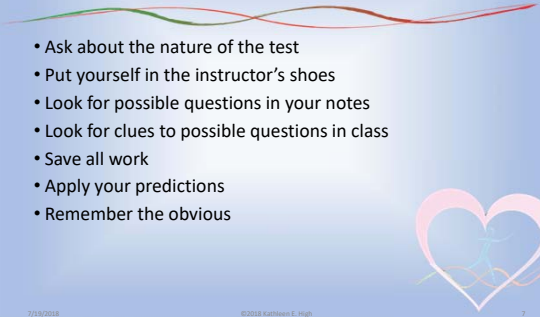
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Before the Test:
Predict Test Questions:

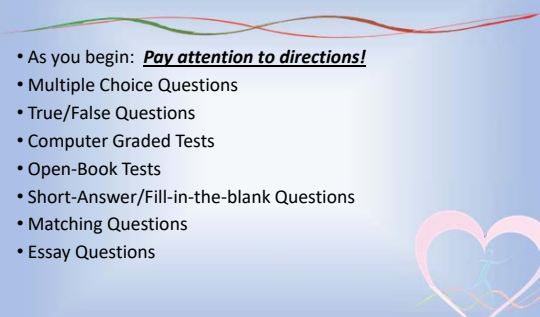
- Ask about the nature of the test
- Put yourself in the instructor's shoes
- Look for possible questions in your notes
- Look for clues to possible questions in class
- Save all work
- Apply your predictions
- Remember the obvious



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During the Test

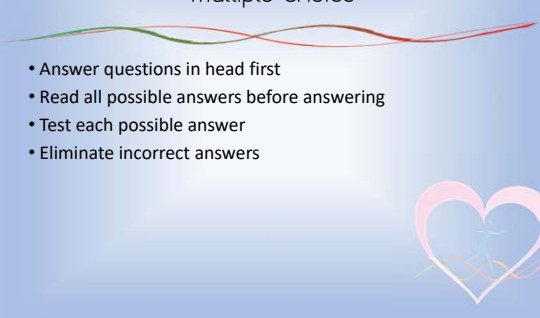
- As you begin: **Pay attention to directions!**
- Multiple Choice Questions
- True/False Questions
- Computer Graded Tests
- Open-Book Tests
- Short-Answer/Fill-in-the-blank Questions
- Matching Questions
- Essay Questions



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Types of Tests:
Multiple Choice


- Answer questions in head first
- Read all possible answers before answering
- Test each possible answer
- Eliminate incorrect answers



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Types of Tests: True/False Questions


- Read the entire question
- Look for qualifiers
- Find the devil in the details
- Watch for negatives



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Types of Tests: Computer-Graded Tests


- Make sure answer mark corresponds to question you are answering
- Check answer sheet to test when changing columns
- Watch for stray marks
- Completely erase changed answers



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Types of Tests: Short-Answer/Fill-in-the-blanks

- Concentrate on key words – be brief
- Over learn the material



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Types of Tests: Matching Tests

- First read through each column
- Look for similar words – note differences
- Match grammatically similar words
- Phrases should be logically complete
- Cross out items when through



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Types of Tests: Essay Questions

Find out exactly what the question is asking!

- Before writing, make a quick outline
- Introduce answer by getting to the point
- Write legibly
- Write on one side of the paper only



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Types of Tests: Essay Questions: Clues

- **Analyze:** Break apart, examine, give opinion
- **Compare:** Two or more – similarities and differences
- **Contrast:** Show differences
- **Criticize:** Make judgments, evaluate worth
- **Define:** Explain exact meaning
- **Describe:** Give detailed account



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