Before the Test...

- Follow your regular sleep pattern the night before.
- Set two alarms for morning tests
- Pack the items you need the night before.
- Avoid caffeinated beverages and energy drinks, try an apple instead
- Wear loose fitting clothing
- Stretch; practice deep/slow breathing.
During the Test...

When you first get the test:

- Read through the entire exam
- Pace yourself based on the amount of points questions are worth.

2 minute drill:

- Brain dump.
- Unload information & equations that’s in your head in case you forget it later.
During the Test...

As you’re answering questions:

- Read each question & set of instructions **thoroughly**
- Circle key words, absolute words, or rephrase questions to make them into statements.
- Answer ALL parts of the question.
During the Test...

When you get stuck:

📝 Mark that question to come back to and move on to the next question

📝 Look for clues in other questions

📝 Engage your learning preference (think about visuals, auditory cues, examples, etc)

📝 Think about the question from the instructors point of view – what knowledge do they want you to demonstrate here?
Analyzing Direction Words for Essay Questions
Analyzing Direction Words

Group 1: At the definition level

<table>
<thead>
<tr>
<th>Direction Word</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe</td>
<td>Write a detailed account or verbal picture in logical sequence.</td>
</tr>
<tr>
<td>Discuss</td>
<td>Describe, giving the details and explaining the pros and cons of it.</td>
</tr>
<tr>
<td>State</td>
<td>Describe the main points in precise terms. Be formal. Use brief, clear sentences. Omit details and examples</td>
</tr>
<tr>
<td>Explain/Define</td>
<td>Give the formal meaning by distinguishing it from related terms. This is often a definition to memorize.</td>
</tr>
<tr>
<td>List/Enumerate</td>
<td>Produce a numbered list of words, sentences, or comments</td>
</tr>
<tr>
<td>Trace</td>
<td>Follow the progress or history of the subject.</td>
</tr>
</tbody>
</table>
Analyzing Direction Words

Group 2: At a deeper, more interpretive level

<table>
<thead>
<tr>
<th>Direction Word</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compare</td>
<td>Show both the similarities and differences.</td>
</tr>
<tr>
<td>Contrast</td>
<td>Compare by showing the differences.</td>
</tr>
<tr>
<td>Diagram</td>
<td>Make a graph, chart, or drawing. Be sure to label and add brief explanation if necessary.</td>
</tr>
<tr>
<td>Illustrate</td>
<td>Means to explain or make it clear by concrete examples, comparisons, or analogies.</td>
</tr>
<tr>
<td>Summarize</td>
<td>Give a brief account of the main ideas. Omit details and examples.</td>
</tr>
<tr>
<td>Outline</td>
<td>Give a general summary. It should contain a series of main ideas supported by secondary ideas. Show organization. Omit details.</td>
</tr>
</tbody>
</table>
## Analyzing Direction Words

Group 3: At the deepest level, applying and evaluating information

<table>
<thead>
<tr>
<th>Direction Word</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review</td>
<td>Give a survey or summary in which you look at the important parts and criticize where needed.</td>
</tr>
<tr>
<td>Prove</td>
<td>Show by argument or logic that it is true. The word “prove” has a special meaning in mathematics and physics.</td>
</tr>
<tr>
<td>Interpret</td>
<td>Give the meaning, using examples and personal comments to make the ideas clear.</td>
</tr>
<tr>
<td>Evaluate</td>
<td>Give your opinion or some expert’s opinion of the truth or importance of the concept. Tell the advantages and disadvantages.</td>
</tr>
<tr>
<td>Justify</td>
<td>Give a statement of why you think it is so. Give reasons for your statement or conclusion.</td>
</tr>
</tbody>
</table>
After the Test...

Test Autopsy

<table>
<thead>
<tr>
<th>Course:</th>
<th>Test:</th>
<th>Test Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question Missed</td>
<td>Pts Lost</td>
<td>Question Type</td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
### After the Test...

**Test Reflection – Example #2**

---

**Inventory of Test-taking Skills**

<table>
<thead>
<tr>
<th>For the test did you…</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>maintain a positive attitude?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>make a study schedule?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>know the exam’s format (e.g. multiple choice, essay)?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>use both your notes and text, separately and together?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>make a study guide?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>practice recall of information?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>(If math) practice as many problems as possible and/or take an old test?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>attend the class period immediately preceding the test?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>get a good night’s rest and eat well-balanced meals?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>plan a final review the day of the exam?</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For the test period did you…</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>survey the entire test and start with the easiest questions?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>read the directions carefully?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>recall the correct answer after carefully reading the stem of a multiple choice question?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>outline the answer to an essay question?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>review the entire test before turning it in?</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For the test did you…</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>relax and reward yourself?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>note the kinds of questions you missed?</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

Now analyze your answers to the above questions. To which questions did you respond with “no”? How can you improve your performance in that area?