

## PREPARING FOR OBJECTIVE TESTS

**DIRECTIONS:** Check off the steps once you have completed them.

### OVERVIEW

- Review your notes at least three times a week to shorten the length of test prep.
- Figure out the format of the test (objective, essay, or a combination).
- Concentrate on one course at a time and decide how the notes, text, and the like relate to each other. How important will each be on the test?

### SCHEDULE YOUR TIME

- How much time do you have? Divide your remaining time among your courses. (Remember, daily physical exercise and brief breaks will help you concentrate.)
- Take the allotted time for each course and decide how much of it you will spend in outlining, studying class notes, rereading the text, and reading unread material. Give more time to those tasks that are difficult for you.
- An excellent aid in helping you determine how to spend your time is anticipating the questions that will be asked on the test. Refer to earlier tests, the table of contents in the text, or to the syllabus handed out at the beginning of the semester for guidance.
- List remaining study tasks for each course. Estimate (overestimate) time required for each task.
- Use long study periods to grasp total relationships and concepts; use shorter ones for memory tasks, review, and reinforcement.
- Determine priorities. Decide which course(s) deserves more time. Sometimes, it is better to let one course go in order to salvage better grades in others.
- Use a calendar or chart to schedule your time.

### STUDY

- Gather all materials for each course.
- Do difficult tasks first, then easier ones.
- For unread material:
  - Divide it into parts and set time limits for reading.
  - Preview and skim if necessary.
  - THINK while you read.



- Outline your readings for easier access to the information.
  - Review. Test yourself at the end of each page or section to increase retention.
- Notes:
- Rework (underline, summarize, critique) or reread.
  - Formulate an outline for the course.
  - Recall important points without looking back.
  - Don't casually look over or reread material (you'll only casually remember it).
  - Test yourself as you review. Put important points from the text into your own words.
- Aids to memory:
- Combine notes and text into a whole; see the forest before the trees.
  - Predict test questions; practice answers. Prepare for the type of questions to be asked (multiple choice, essay, etc.) and then make up and practice answering potential exam questions.
  - Overlearn—practice any memory items (theorems, definitions, etc.).
  - Review with others, but only after you have studied alone.
- Attend any review sessions that might be scheduled and form study groups with classmates (limit them to five members).
- Do not be afraid to ask the professor for help—BUT don't wait until the last minute.



## REST

- Gather and pack all of the materials that you need the night before the exam.
- Get some sleep the night before the exam (ALL-NIGHTERS ARE A WASTE!) and eat meals with high carbohydrates rather than high sugar meals.
- Go into the exam with a positive attitude, but avoid overconfidence.

## BEFORE THE EXAM

- Give yourself the advantage of a good start; be certain of the time, place, and materials required for the exam.
- Arrive with enough time to arrange your working conditions and build a calm, alert attitude.
- Avoid panicky or obnoxiously overconfident classmates.