**Test-Taking Tips: Get Your Head in the Game**

*Stressed, tired, distracted or feeling defeated during exams?*

**Before**

* Wake up at least an hour and a half before the exam.
* Eat one hour before the exam, and drink water.
* Gather materials that you can bring to the test (extra pens /pencils, calculator, etc.).
* If permitted, bring water, gum (any type with mint in it) and/or an apple.
* Review strategies for the type of questions (multiple choice, true/false, essay, etc.) that will be included on the exam.
* Other (list other strategies that have worked for you in the past, such as: working out, summarizing the information on the test out loud to yourself or a friend, listening to music, etc.):

**During: general**

* If permitted, drink water, chew gum (any type with mint in it) and/or eat an apple.
* Write down any information you’re worried you’ll forget on the first page of the exam.
* Take breaks: every 20-30 minutes, take at least a 30 second break.
* Stand up and sit down a few times.
* Look at the ceiling.
* Close your eyes and count to 30.
* When you come to a question you don’t know the answer to, take a breath, re-read it and figure out why you don’t know the answer.
* Do you understand the question? If not, circle words in the question that you don’t understand and write a note guessing what the question is asking. Look at key words and write information you know about that topic.
* Do you understand the question, but you don’t remember the information? Circle the question and come back to it. Sometimes, your mind needs to regenerate, relax and then the information will come back to you; sometimes, the information is included in other questions on the test, which will spark your memory!
* DO NOT LEAVE ANY ANSWERS BLANK! Go back and check your test to make sure you’ve answered all questions.

**During: stress**

* Feel yourself getting stressed? Put it aside! Take a break. What are your “stress signs”? List here:

**During: distractions**

* Distracted easily? If permitted, set a stop watch to “beep” every ten to twenty minutes. When it beeps, check in with yourself to be sure you’re focused on the test. List signs that you’re becoming distracted here:

**After**

* When you get the exam back, complete either “Didn’t Perform Well on an Assessment?” (pp. 25 - 26; Chapter 2) or “Assessment Reflection” (p. 27; Chapter 2) to determine the areas in which you were most successful and those in which you were not as successful, in addition to any other patterns (strengths/weaknesses) you identify to facilitate targeted studying for future exams.