**Test-Taking Tips**

- Get a good night’s rest.
- Get test materials organized.
- Be on time!
- Sit in a quiet spot to focus before the exam.

**Taking The Test**

- Start with the easy questions.
- Place an indicator on a question you’ll skip, but return to later.
- Pay attention to particular phrasing used within the questions:
  - Topic words.
  - Key words that indicate the focus.
  - Words that indicate number or sequence.
  - Direction or instruction words.

**After the Test:**

1. Study your returned exams.
2. Look where the questions came from:
   - lecture notes, textbook, assignments, etc.
3. Don’t spend time criticizing, analyze the results and prepare for the next exam.

**Some "key word" examples:**

- Compare vs. Contrast
- Always or All vs. None or Never
- Summarize and Outline
- Components and Characteristics

**Last Minute Tips!**

- Pay attention to the test instructions.
- Budget your time during the test!
- Skim over the test, highlight any trouble areas.
- Write down formulas you need to remember!
- Review if time permits.