

## How to Take Tests

### PREPARATION FOR TAKING A TEST

1. When the test is scheduled, analyze how much material will be covered and how much time is needed to review.
2. Identify the material you have difficulty understanding and with which you may need assistance. Find answers to your questions as soon as possible.
3. Go over class notes and notes made when reading. Make additional notes from your textbooks to clarify the material.
4. Do not cram. Don't resort to frenzied, last minute preparation. Relax immediately before the exam, and arrive a few minutes ahead. Don't eat just before an exam.
5. Check your recall of main points and important facts by reciting them aloud.
6. Plan your studying so that you finish early and get a good rest on the night before an examination.
7. Complete a careful and thorough review, then try to forget about the test. Be confident -- you have done your best.

### DURING THE EXAM

1. When the examination starts, take a few deep breaths, relax your body, clear your mind of all anxiety. You are now ready to take the test and to do well on it.
2. Read the entire exam carefully. Answer the questions about which you know the most first, leaving space for those you will work on later. Read each question very carefully. Be sure you follow the instructions.
3. Timing is important. Plan your time. Do not rush. Answering ten questions poorly may give you a lower score than answering nine questions slowly but more completely. Be sure to allow some time to go over your answers, to correct spelling and punctuation errors and to fill in omissions.
4. Skip those questions which you cannot answer immediately. The answer may come to you later. When the test is over, forget it. If you studied each day and in your review, you should do well on your exams.

**If anxiety or worry make it difficult for you to take tests, come in and speak with a professional counselor in 1303 James Hall. All services are free and confidential.**

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