



Studying For and Taking Tests

1. **Organize Your Study Materials** - It's easier to study notes, quizzes, and homework when they are separated by chapter.
2. **Make a Study Plan** - Schedule study time over several days. Make a "to do" list for each study session to ensure that you cover everything that will be on the test.
3. **Take a Practice Test** - Use questions in the book or make up questions and look up the answers.
4. **Study under "Test" Conditions** - No distractions (like TV or loud music). Set a timer when taking practice tests.
5. **Look at Old Tests** - Learn from past mistakes; ask your teacher, co-teacher, or a tutor if you don't know what you did wrong.
6. **Make Flash Cards** - Use an online flashcard maker or ask a friend or family member to test you with cards that contain what you need to know.

Types of Tests

1. **Multiple Choice** - Before reading the choices, think about what the answer should be. Read all the answers before choosing one. Cross out wrong answers. This narrows down the options. As you take the test, make sure answers are marked in the bubbles or on the answer sheet correctly.
2. **Matching** - Read the directions carefully. Notice whether one column is longer than the other. If so, some answers may not get used. Others may get used twice. Match the easiest items first. Then the remaining ones may be less confusing.
3. **True/False** - For the answer to be true, ALL of the statement must be true. Beware of absolute terms, such as always or never. These words are most likely to be in false statements. It's usually better to guess than to leave a question blank. There's a 50 percent chance of being right.
4. **Essay** - Make a brief outline before answering the question. Be sure to include examples for the points you are making.
5. **Math** - Be sure to show your work as required by your teacher. Sometimes partial credit is given if you understood the process but got the final answer wrong. Check to make sure your answer is reasonable before moving on.