Transcript for Introduction to Test Taking Video

Taking tests is a common part of college learning. there are key steps to follow to help you succeed.

There are a number of things to do before the test to help you write successfully.

Find out the details:

- When and where will the test happen?
- Is it online or in person?
- Open for a period of time or at a specific time?
- What is the duration of the test?
- What is the format of the test?
- What content will be covered on the test?

Be prepared: Use strategies found in the studying section of the Student Success portal to ensure you are ready

Set yourself up for success:

- Get enough sleep leading up to the test
- Eat nutritiously and have water and a snack available
- Gather all your necessary supplies ahead of time
- Arrive early so you're not rushed
- Avoid distractions by choosing a seat away from the door or using earplugs to reduce noise

During the test, test try the following:

- Take a few deep breaths: Repeat this throughout the test. there are many breathing techniques you can learn to reduce tension and improve focus.
- Get the big picture: Survey the test to get an overview--the length, question formats, and point value of each section
- Make a plan: Decide where to begin and how to pace yourself. Plan to spend more time on higher point questions or sections.
- Do a brain dump: Write down information you don't want to forget on scrap paper so that you can focus on the test questions
- Lastly, keep an eye on the clock: Leave time to review your answers and ensure you've answered each question before submitting.

When answering test questions, make sure to read all directions and questions carefully. Reread as needed. Underline or highlight key words.

Look for the central idea and try to recall what you know about it. Visualize your notes. Think about the lecture and class activities. Search for connected ideas and examples. Check your response to ensure that you answered the question. If you don't know the answer, guess. Edit your answer for clarity and grammar.

What you do after the test is an important part of learning that is often overlooked. Always analyze your tests to determine how you can improve future test results. Jot down some notes immediately so that you can refer to them next time. What surprised you? What do you think you could have done differently?

Think about the questions you struggled with. Write them down and find the answers in your course materials. When you receive your test paper, review it to determine areas of strength and challenges in your test-taking skills. If you have done poorly, learn from your mistakes. Ask to meet with your professor during office hours to review the test and get feedback.