Test Prep & Test-Taking Strategies

Why do We Need Test-Taking Skills?
These skills can help you be successful as a student. Also, testing does not stop after college. You may need to take tests to keep your credentials up-to-date in your professional career.

Test Anxiety
Consider the following statements:
- Worrying about the test distracts me from studying.
- I can't sleep well when a big test is coming up.
- I don't ever feel ready for a test, even if I study a lot.
- I can't relax physically before a test.
- I “freeze” when taking tests: I can't think and forget things I already know.
- My stomach become upset before important tests.
- My muscles become very tense when I take tests.

**If any of these statements describe you, let your academic coach know**

Prepare Yourself Mentally
- Maintain a positive attitude
- Learn relaxation techniques
- Visualize success
- Set goals
- Use positive self-talk
- Ex. I’ll work on these math problems as far as I can and go visit the Math & Science Learning Center tomorrow evening.

Helpful Websites to Explore:
Below is a helpful link to learn how to overcome test anxiety: http://studygs.net/tstprp8.htm

Below is a helpful like to learn how to prepare yourself for test taking: https://www.studyblue.com/
Strategies Based on Question Type

**Multiple Choice**
- Answer each question in your head first.
- Read all answers before selecting one.
- Test each possible answer.
- Eliminate incorrect answers.

**True/False**
- Read the entire question.
- Look for qualifiers: all, most sometimes, rarely, always, never.
- Dates, numbers, specific facts.
- Watch for negatives.
  EXAMPLE – “Aspirin is not an illegal drug.” Cancel the negatives to turn it into a positive statement. “Aspirin is a legal drug.”

**Essay Response**
- What is the question asking? (Pay attention to the action verb)
- Outline.
- Get to the point.
- Write on one side of the paper only – this leaves space on the back to go back and write down forgotten points.

Resources & Tutoring Centers on Campus

**Academic & Career Development Center (ACDC)**
402-554-3672 | EAB 115

**Criss Library**
402-554-2361

**Math & Science Learning Center**
402-554-3643 | DSC 107

**Multicultural Affairs**
402-554-2248 | MBSC 112

**Speech Center**
402-554-3201 | ASH 185

**Writing Center**
402-554-2946 | ASH 150

What Should You Study?
- Notes you took in class and from your textbook
- Textbooks and review sheets
- Past quizzes, tests, and graded homework

Before the Test
- Do daily, weekly, and major review sessions.
- Use supplemental material offered by the publisher.
- Create study checklists.
- Create mind map summary sheet.
- Make flashcards.
- Take a practice test.
- Get copies of old exams.
- Consider a study partner or group.

During the Test
- Get to class on time, don’t do any last minute review.
- Survey the entire test prior to taking it.
- Take a few deep breaths and relax tense muscles – repeat throughout the test.
- Read directions carefully – ask yourself questions.
- Answer easier questions first – this will help calm you down.
- Manage your time and keep an eye on the clock.

After the Test
- Reflect:
- How did you feel about it?
- How effective were your study strategies?
- Did you accurately predict some of the test questions?
- Review what questions you missed.
- Discuss items you did not understand with the instructor.
- Review your strengths on test-taking.
- Review areas for improvement.

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