



# Test Taking

*Developing a Winning Strategy for Test Success*

## Chapter 8

Facilitator: Ms. Vu Viet Hang

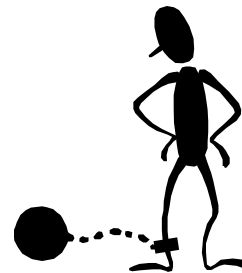
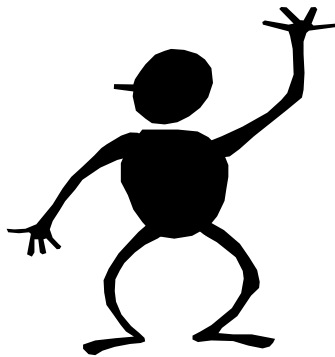
# #1 RULE FOR TESTING

THERE IS NO  
SUBSTITUTE  
FOR LEARNING



# THREE TYPES OF TESTING RESPONSES

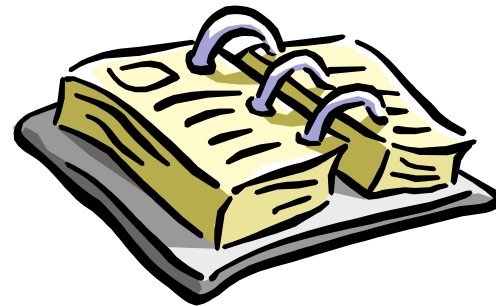
- **QUICK TIME** Response
- **LAG TIME** Response
- **NO** Response





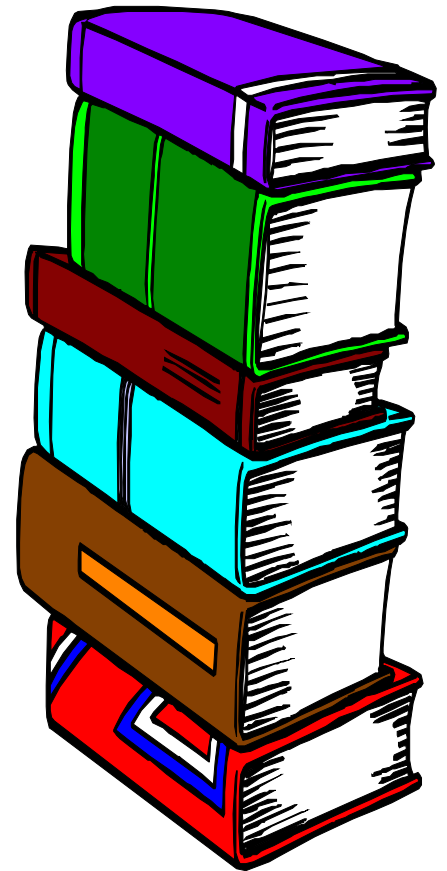
# How can preparation improve test performance?

- Identify test type and material covered
  - What topics the test will cover
  - The type of questions on the test
  - What material you will be tested on
  - Use SQ3R to identify what's important
  - Talk to people who already took the course
  - Examine old tests, if they are available



# How can preparation improve test performance?

- Create a study plan and schedule
- Prepare through careful review
  - Use SQ3R: Survey topics, ask questions, reread, recite to anchor concepts, review to solidify your learning
  - Review your notes: Review regularly, mark up notes, organize and summarize notes
  - Think critically: Work to analyze and understand the material rather than just repeat facts



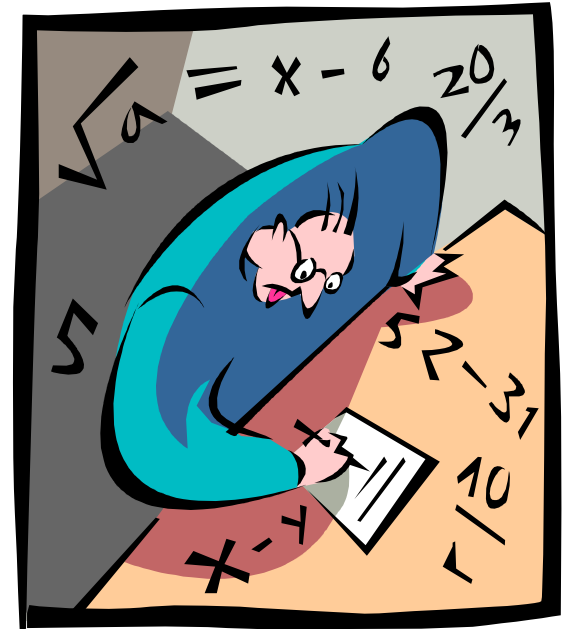
# How can preparation improve test performance?

- Take a pretest
- Prepare physically
- Make the most of last-minute studying
  - Go through your flash cards
  - Focus on crucial concepts
  - Create a last-minute study sheet
  - Arrive early



# Why Do Instructors Give Tests?

- To make your life miserable
- To motivate you to learn and study
- To show you what you don't know or understand
- To show the instructor what needs to be re-taught
- To determine your grade in the course
- To learn information





# Test Anxiety



- Test anxiety is a natural response that can be controlled.
- It can affect thinking ability; it can cause a person to blank out or have racing thoughts that are difficult to control.
- Some anxiety can actually increase your success because you are more aware, attuned, and alert.



# Signs of test anxiety

- physical symptoms: dizziness, headaches, sweating, nausea, faintness, fatigue, feeling too hot or too cold, etc.
- emotional symptoms: crying easily, feeling irritable, or getting frustrated quickly



# How can you work through test anxiety?

- Prepare comprehensively:  
The more confident you feel, the better you will perform
- Maintain a positive attitude
  - See the test as an opportunity to learn
  - Understand that tests measure performance, not personal value
  - Appreciate your instructor's purpose
  - Seek study partners who challenge you
  - Set yourself up for success
  - Practice relaxation

# Tips for Reducing Test Anxiety

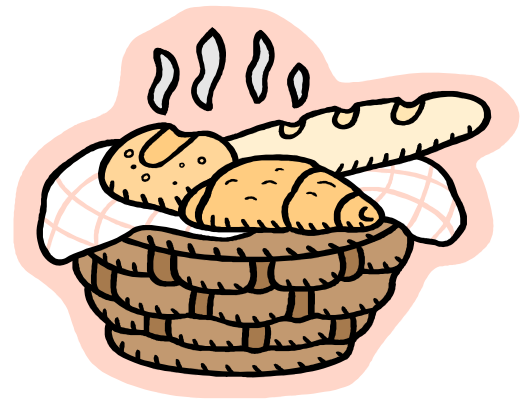
- Thoroughly learn the material
- Chewing gum or eating hard peppermint candy helps relax some students
- Take a break from the test by looking around or leaving the room if permitted
- Get a good night's sleep prior to the test





# Tips for Reducing Test Anxiety continued...

- Eat a healthy (high protein) meal before the test
- Arrive 20 minutes early
- Take deep breaths if you find yourself nervous
- Enter the room with all materials needed for the test
- Reward yourself for a job well done



Which student best describes  
your approach to preparing  
for a test?

- The Dreamer
- The Procrastinator
- The Planner



# TOP 10 PLACES FOR ANSWERS TO TEST QUESTIONS

- Lecture Notes
- Textbook Notes
- Textbook Highlights
- Chapters in the Textbook
- Sample Tests in Each Chapter
- Previous Tests Given by the Professor
- Handouts Given in Class
- Notes from Videos in Class
- Notes from CD Roms





# What general strategies can help you succeed on tests?

- Write down key facts
- Begin with an overview of the exam
- Read test directions
- Mark up the test questions
- Take special care on machine-scored tests
- Work from easy to hard
- Watch the clock
- Master the art of intelligent guessing



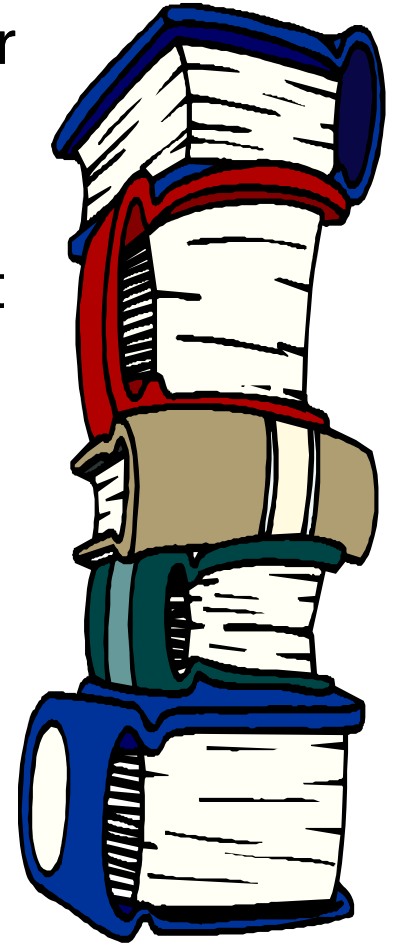
# What general strategies can help you succeed on tests?

- Maintain academic integrity:  
Taking a test according to the rules...
  - helps strengthen trust between students and instructors
  - gives you an accurate reading on your performance
  - reinforces the habit of honesty for your career and personal life



# ACADEMIC MISCONDUCT

- Looking at another student's paper
- Giving another student answers
- Using "cheat sheets"
- Using a computer or calculator not approved
- Discussing exam questions
- Plagiarism
- Stealing notes
- Having tutors or others do your homework
- Submitting a "purchased" paper
- Copying files

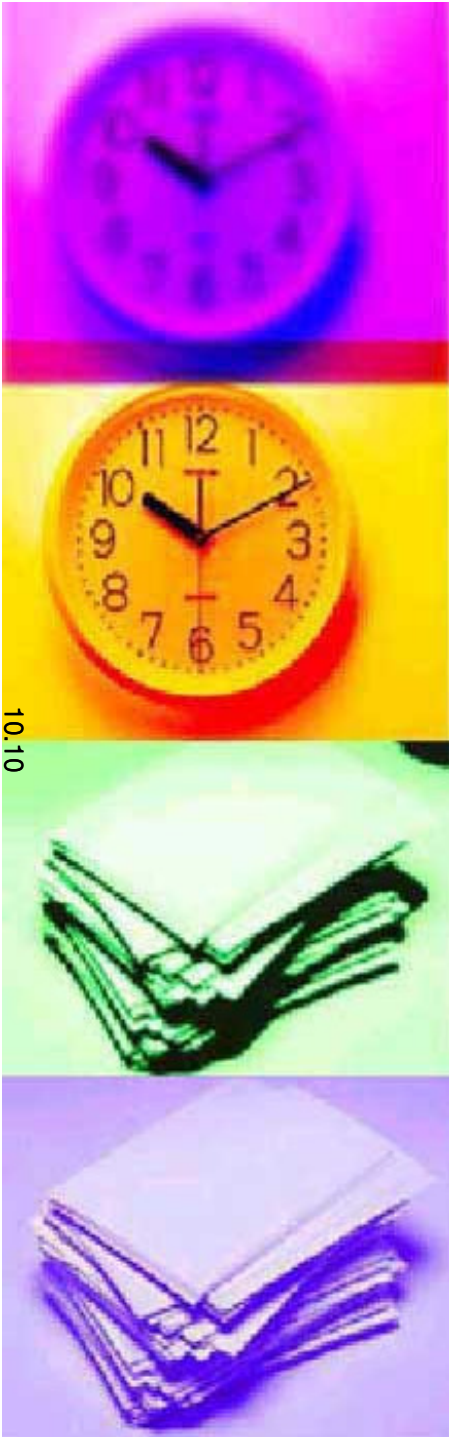




Did you know?

15%

The percentage of 4471 high school students who admitted that they had **turned in papers copied entirely from the Internet**



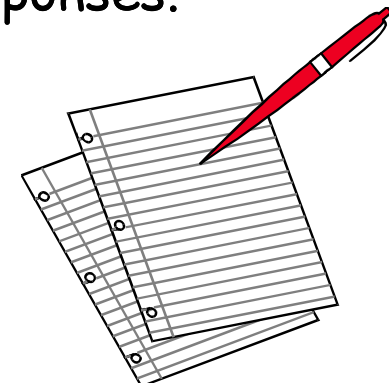
# Top TEN Questions About ETHICS

10. Can you defend what you did?
9. Is the action you are taking worth the risk and the stress?
8. Is it worth failing the course if the professor knows you cheated?
7. How would you feel about being expelled for this action?
6. Is your decision fair to all people concerned?
5. Does your decision make you proud of who you are as a person?
4. Have you made a carefully thought-out, responsible, mature decision regardless of what everyone else is doing?
3. Is it the right thing to do?
2. If this action were to appear in the headlines of the newspaper tomorrow morning, would you feel proud?
1. If your family knew about your decision, would they be proud of you?



# How can you master different types of test questions?

- Objective questions: short-answer questions that test your ability to recall, compare, and contrast information and link ideas to example  
Ex: multiple choice, fill-in-the-blank, matching, true-false questions
- Subjective questions: essay questions that require you to express your answers in terms of your personal knowledge and perspectives and to formulate responses.

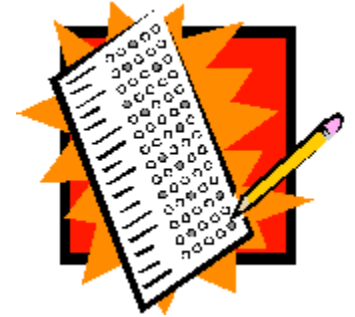




# How can you master different types of test questions?

## ■ Multiple-choice questions

- Carefully read the directions
- Read each question thoroughly
- Underline key words and phrases
- Pay attention to words that could throw you off
- Eliminate answers you know or suspect are wrong
- Make an educated guess
- Read every word of every answer
- With a reading passage, read the questions first



# How can you master different types of test questions?

- True-or-false questions
  - Read carefully
  - Look for qualifiers
- Matching questions
  - Understand the directions
  - Work from the column with the longest entries
  - Start with matches you know
  - Finally, tackle the matches you're not sure of



# How can you master different types of test questions?

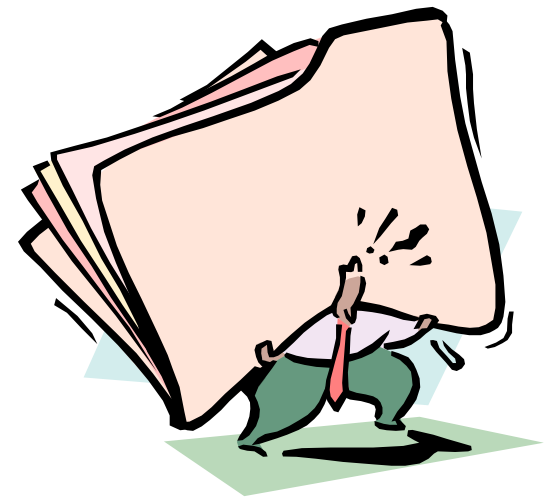
## ■ Fill-in-the-blank questions

- Be logical
- Note the length and number of the blanks
- Pay attention to how blanks are separated
- Think out of the box
- Make a guess



# How can you master different types of test questions?

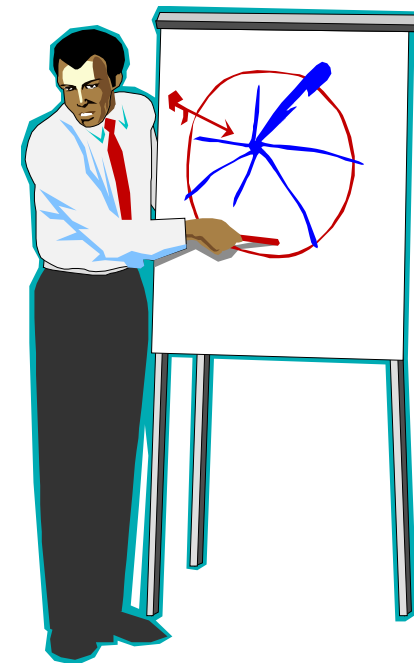
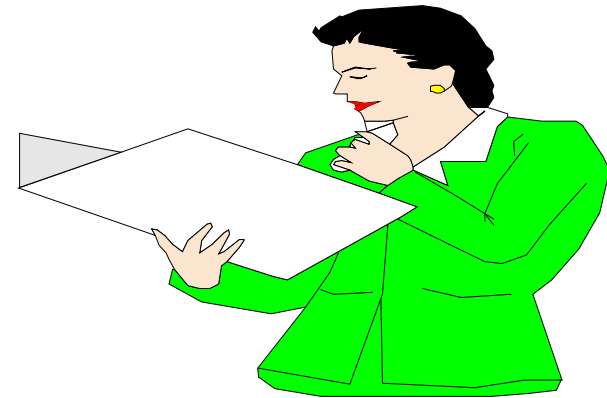
- Essay questions
  - Start by reading the questions
  - Watch for action verbs
  - Plan what to write
  - Draft your essay
  - Revise
  - Edit





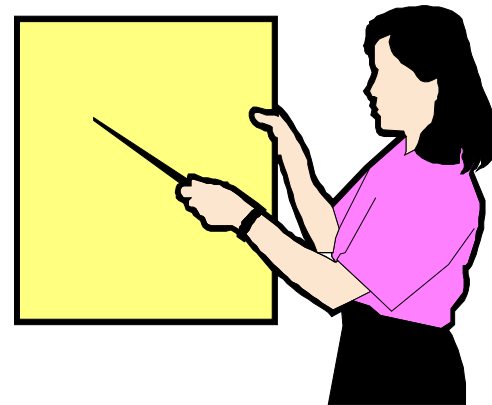
# How can you deliver an effective oral presentation?

- Prepare as for a writing assignment
  - Think through what you want to say and why
  - Plan
  - Draft your thoughts
  - Integrate visual aids
  - Be prepared for possible questions



# How can you deliver an effective oral presentation?

- Practice your performance
  - Know the parameters
  - Use index cards or notes
  - Pay attention to the physical
  - Practice ahead of time
  - Be yourself



# How can you learn from test mistakes?



- Try to identify patterns in your mistakes
- If you have time, rework the questions you got wrong
- After reviewing your mistakes, fill in your knowledge gaps
- Talk to your instructors
- If you fail a test, don't throw it away