

KEEP IN MIND AS YOU WRITE



Alright. You're here. You made it! All that good studying has brought you to this moment. Your pencil is sharpened, your pen has ink and those questions are waiting to be answered.

Here are a few suggestions and strategies to keep in mind as you write, to ensure the best results.

Scrap Paper

- Ask your instructor if you are allowed scrap paper (a blank piece of paper)
- If you are, quickly write down any information you're afraid of forgetting when the test begins
- Facts, formulas, key concept points, etc.
- Once this information is down on paper, your mind can relax and focus on other information
- If you are not allowed scrap paper, you can use the margins of your test or the back side, if the test is single-sided

Read the Directions

- Read these, and read them carefully
- The last thing you want is to lose marks for a careless mistake
- Or answer more questions than you need to (you may be required to only answer 3 out of 5 questions)
- This is a simple step, so make your life easier by adhering to your instructor's directions

Budget Your Time

- Your test will likely consist of several sections, all worth a certain number of marks
- Be aware of how each section is weighted
- Do not spend half the total test time on a section worth only 15%
- If you have a test consisting of 25 Multiple Choice (25%), 25 True/False (25%) and one essay question (50%)... maybe get the essay question out of the way first as it is worth the most marks
- A rough breakdown of this test (if you were given 1 hour to write (might look like this):
 - o 30 minutes for the essay question
 - o 15 minutes for Multiple Choice
 - o 15 minutes for True/False

Work Smart

- Begin answering the questions you find easiest
- Do you prefer recall or recognition questions? Begin with the one you prefer
- By beginning with easier questions, you are more likely to answer them correctly, which increases your confidence
- If you do not have an immediate answer, *star the question and move on
- You don't want to waste time and who knows, the answer may be hidden in another question
- Or, another question might make you think of it
- At the very least, try and recall related information, as related information is stored in the same area of the brain
- If you have no idea, guess... never leave a question blank
- You are not penalized for incorrect answers

Review

- If you have time, look over your answers
- You may have unintentionally skipped an answer
- And if you used a scantron or some form of bubble sheet to fill in your Multiple Choice, make sure your answers correspond with the appropriate question number
- If they are not filled out properly, you could lose easy marks

Cuseo, Joseph B, Aaron Thompson, Michele Campagna, Viki Sox Fecas. *Thriving in College and Beyond: Research-Based Strategies for Academic Success and Personal Development*. Dubuque: Kendall Hunt Publishing Company, 2016.

Ellis, Dave. *Becoming a Master Student*. Boston: Houghton Mifflin Company, 2006.