

# Test Taking Tips Workshop Outline

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**Time Required:** 80 minutes

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## **I. Wait for Late-Comers - 5 min**

## **II. Preliminaries**

A. Introduction of Presenter(s) - 1 min

B. Distribute Materials: term workshop list; academic resources, title page of workshop with presenter contact information - 2 min

C. Some Information on Studying before Taking the Exam - 20 min

1. Time Management- use planners, set aside study time, plan to study throughout the quarter, and alternate subjects or study methods. Do not study the same subject in the same way for more than 90 minutes.

2. Find a place to study that is comfortable. Also, consider studying in the classroom if possible at time (to allow for associations from the room to be connected to material).

3. Learn how to take notes- i.e., outlines, abbreviations.

4. Learn methods for studying-i.e., it is best to quiz yourself, not just keep reading the material over and over.

5. Cultivate an interest in the subject-relate the material to something you know about or in which you are interested.

6. Stay healthy- a healthy mind and healthy body work together.

7. Think of the test as a contest (you vs. test-maker)

8. Visualize yourself doing well (and recall past successes).

9. Schedule several final review sessions- not one long period.

10. The night before-review the main points and do a relaxing or fun activity before bed. Get a good night of sleep.

11. The day of-do not cram (unless you have done no previous studying!). In general, do not study-it will increase your anxiety, which can lead to test anxiety and memory loss.

### **III. Reflecting on Experience**

A. Meet in groups of three - 6 min

- Discuss what is difficult with different types of exams-multiple choice, essay, fill-in, proofs.
- What techniques do you use successfully?

B. Large group discussion of above - 6min

- One comment from each participant

### **IV. Assimilating and Conceptualizing**

A. Distribute and review Test-Taking Tips handout - 25 min

### **V. Planning for Application**

A. Each student to circle those tips most needed and write in any additional ideas for what they will do to help themselves when taking tests - 2 min

B. Each student shares one item that they will do with the group - 4 min

C. Questions and Comments on today's topic - 4 min

### **VI. Evaluation - 5 min**

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