

Pass

The test is over. Done! Relax! Now prepare again by reviewing test questions you remember. After receiving your results, analyze it within 24 hours and determine if your performance reflected your preparation. Did you study efficiently and effectively? Did you understand course content? Make corrections now rather than waiting until later. Did you make any silly test-taking errors like skipping a question? Can you still recall and recognize the information a day later, a week later? Successful students retain information from short term to long-term memory. Track your grades. You should never be surprised by a grade you receive.

- ✓ Meet with professors to discuss course content and your test results
- ✓ Meet with a tutor to discuss additional course content
- ✓ Meet with a Learning Specialist to develop test-wiseness
- ✓ Start studying for the next exam



Related test-taking issues include test anxiety, memory and concentration, study environment, and study groups.

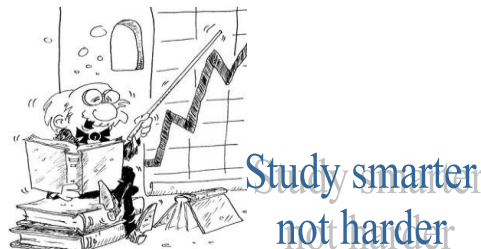
University of New England Student Support Services Division of Student Affairs

Mission Statement

Student Support Services provide a seamless collection of resources to assist students with psychological and emotional health, academic support, educational and career planning, and equal opportunities during their academic experience. We take an active role in meeting the ever-changing and diverse needs of our sophisticated student population.

Core Values Statement

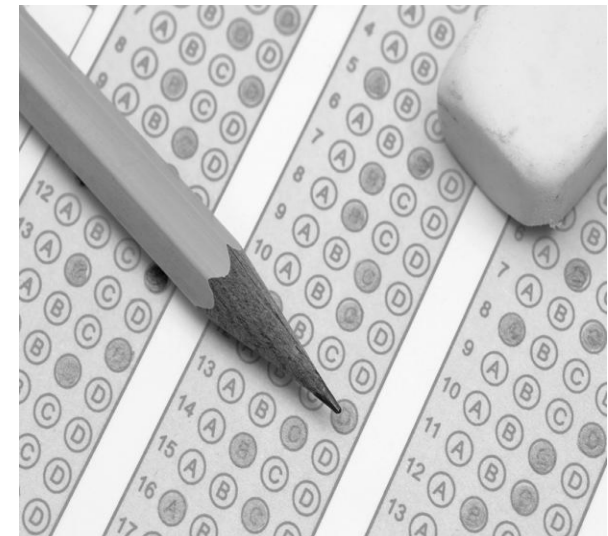
Our multi-dimensional outreach programming is designed to meet the needs of students and the overall campus community and address preventative, developmental, social, psychological, career, and academic issues. We consult with students, faculty, staff, administrators, parents, and alumni, as well as collaborate with other campus and community organizations. We recognize that our ability to be a responsive service is based on a commitment to organizational integrity, professional ethics, and personal growth and development. Our services are an integral part of the mission of the Student Affairs Division and the University of New England.



For more information and assistance, contact UNE's Learning Specialist, Lorraine Pecchia, at 207-602-2398, or email L Pecchia@une.edu

Student Academic Success Center

Student Support Services Division of Student Affairs



Test Taking Strategies

Tel: 207-602-2443
<http://bit.ly/UNESASC>
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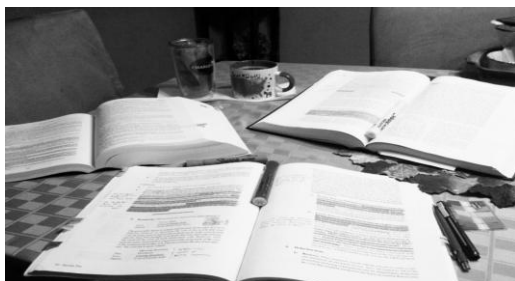
UNE UNIVERSITY OF
NEW ENGLAND

Biddeford Campus
11 Hills Beach Road, Biddeford, ME 04005

Prepare

Before each exam

- ✓ Develop a set of general guidelines that you use for all exams
- ✓ Organize your course materials
- ✓ Designate study space and time
- ✓ Manage your daily, weekly, and major review time. Plan for:
 - Daily reviews: short, several times per day
 - Weekly reviews: about an hour per subject cover reading and lecture notes
 - Major reviews: 2–5 hours at a stretch, week before major exams
- ✓ Plan to study, and take short study breaks
- ✓ Practice and predict test questions
- ✓ Psych yourself up. A test is an opportunity to show what you have learned, not just what you have memorized.
- ✓ Arrive to exam early and tune out distractions



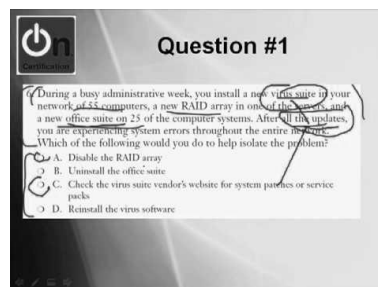
Prepare how you will designate your time on the exam as well. For example, for an exam lasting 55 minutes, allow:

5 minutes to read all directions carefully,
25 minutes for a first “go-through”,
20 minutes for a second “go-through”,
5 minutes for a final check.

Perform

As you begin each exam

- ✓ Read all directions carefully
- ✓ Scan the whole test
- ✓ Evaluate the importance of each section
- ✓ Read the directions again, slowly
- ✓ In margins, jot down memory aids, formulas, equations, facts
- ✓ Visualize your study sessions
- ✓ Breathe deeply and relax
- ✓ Answer easy questions first



While reading **objective** multiple choice questions, try covering all answer options and make sure you know what the question is really asking:

- ✓ Absolute words - always, never, must, all, none, everything, only, completely, exactly, exclusively – imply falseness
- ✓ Qualifying words - generally, usually, frequently, occasionally, often, may, most – imply truth in a statement
- ✓ Search for grammatical agreement
- ✓ Search for word associations and synonym clues
- ✓ Cross out both negatives of a double negative
- ✓ Search for clause or phrase on either side of the words “and” and “or”
- ✓ Never change an answer unless you are quite certain about the change
- ✓ Wrong answers are usually logical twists on correct information

Subjective test questions involve writing responses. When university professors read essays, they look for the writer’s reasoning ability, factual accuracy, grammar, mechanics, and organization, clarity, neatness, and synthesis of knowledge. **KNOW** these essay prompt commands:

- ✓ Analyze – break into several parts and discuss, examine, or interpret each part
- ✓ Compare/contrast – show similarities and differences, set in opposition
- ✓ Criticize – make judgments, evaluate comparative worth, involves analysis
- ✓ Define – give the meaning specific to the course
- ✓ Describe – give a detailed account, list characteristics, qualities
- ✓ Explain – make an idea clear, show logically how a concept is developed
- ✓ Illustrate – give concrete examples, explain clearly
- ✓ Interpret – comment upon, give examples, and describe relationships. Explain the meaning, describe, then evaluate
- ✓ State – explain precisely
- ✓ Summarize – give a brief, condensed account, include conclusions, avoid unnecessary details



Math Test Help

Studying math is different from studying other subjects. Math is learned by doing problems. Do the homework, even if it is not collected or corrected by an instructor. Each class builds on the previous class, all semester long. Do not fall behind! Math test-taking tip:

Read through each problem completely and answer such questions as:

What is given?

What is unknown?

Have I seen a problem like this before?

How am I going to proceed?