

## Test Taking Check List

Effective test taking involves a variety of behaviors before, during, and after the exam. It also involves managing anxiety effectively.

Identify what you are already doing to be effective and discover additional steps you can begin taking to strengthen your test taking by completing the checklist below. Find a description or explanation of most of these at [https://ssa.utah.edu/documents/tools\\_for\\_success\\_page\\_documents/Test-Taking%20Tips%20from%20Taking%20Control.pdf](https://ssa.utah.edu/documents/tools_for_success_page_documents/Test-Taking%20Tips%20from%20Taking%20Control.pdf). (The page numbers in parentheses below refer to this document.)

### **Managing Anxiety (189-90)**

- I use techniques like “thought stopping” to control my negative thoughts.
- I use positive affirmations.
- I attend to my breathing or use specific breathing techniques.
- I use meditation.
- I use the following additional strategies to manage my anxiety (list other strategies you’ve found to be effective):

### **Before the Test (190-193)**

- I prepare from the start
- I attend class regularly. I’m on time and don’t leave early.
- I take notes.
- I sit in the “Terrific T” of the classroom (seats across front and down middle).
- I ask questions in class.
- I complete all assignments on time.

- I contact classmates for assistance.
- I designate a study area and time.
- I find out what the test will cover.
- I find out the type of test.
- I predict possible test questions.
- I create, take, and correct practice tests.
- I prepare myself physically.
- I review my notes just before going to bed and soon after I wake up.
- I take the following additional steps BEFORE an exam to prepare effectively (list other strategies you've found helpful):

### **During the Test (193-198)**

- I arrive a few minutes early.
- I use the two-minute spill.
- I think positively and tell myself that I can do well.
- I preview the test before I start.
- I plan my time.
- I read carefully.
- I ask for clarification on poorly worded questions.
- I go through the test three times.

- I pick up hints for answers throughout the test.
- I answer every question.
- I follow specific tips for taking true/false tests. (Find a list of tips at the link above.)
- I follow specific tips for taking multiple choice tests. (Find a list of tips at the link above.)
- I follow specific tips for taking essay tests. (Find a list of tips at the link above.)
- I take the following additional steps DURING an exam to be effective at test taking (list other strategies you've found helpful):

### **After the Test (198-200)**

- I look up material from the test that I was unsure about.
- I ask to see a copy of the test, and find out which questions I missed and why I missed them.
- I positively reinforce myself for the questions I answered correctly.
- If I did poorly I ask if I can retake the test. (This may be an option in some instances.)
- I decide what I can do differently to prepare better for the next test.
- I take the following additional steps AFTER an exam to use it to continue learning and to strengthen my test taking skills (list other strategies you've found helpful):