



Test-Taking Techniques

Tests and exams can be important tools for assessing knowledge and skills in college. Practicing good study skills is key to successful test-taking, but there are also a number of techniques and strategies that may be helpful to promoting a positive testing experience.

Tips for Before the Test

- **Learn about the test.** If it hasn't already been announced in class, ask your instructor about the format of the test (true/false, multiple choice, essay, etc.) and the number of questions on the test. This can help you to feel more prepared.
- **Practice self-care.** Avoid cramming (long, intense study session) right before a test. Plan to be well rested and to eat a healthy, light meal or snack beforehand.
- **Manage stress.** Practice relaxation techniques, and avoid people or situations that may increase your stress or anxiety immediately prior to the test.

Tips for During the Test

- **Read all instructions carefully.** Do not skip over or skim any directions. Anxiety or a desire to “get this over with” will sometimes cause a student to rush and miss important directions, resulting in a lower grade.
- **Monitor your time.** If there is a limited amount of time allowed to complete the test, be sure to wear a watch or be seated in a place where you can view a clock. Make a mental note of how many questions are on the test and how much time you should spend on each section or question. This will help you to pace yourself and avoid rushing or going too slowly.
- **Multiple Choice Questions.** When answering multiple choice questions, read the question and answer it in your head prior to reading the answers. Then, read all of the answers before selecting one. If uncertain about the answer, use the process of elimination, meaning that you remove each answer that you know to be incorrect in order to limit your options.
- **True/False Questions.** Make sure to carefully read the entire question/statement. Keep in mind that the whole statement must be true in order for the correct answer to be “true”.
- **Essay Questions.** Read the instructions carefully and summarize in your own words what is being asked of you. Create and follow an outline to ensure that you do not miss any important content.
- **Absolutes.** Test questions in multiple choice format or true/false format that include absolutes, such as

“always”, “never”, “all”, “every”, “none”, are usually incorrect.

- **Review your work.** If time allows, review your test before turning it in. Make sure that you answered all questions and consider revisiting questions that you felt uncertain about. Do not second guess your choices unless you truly believe an answer change is warranted.

Tips for After the Test

- **Give yourself credit.** Regardless of how you believe the test may have gone, give yourself credit for completing it. Consider a healthy way to reward your efforts.
- **Review.** Review what questions you may have missed and consider if any changes need to be made to your study strategies. Set up a meeting with your instructor during office hours to discuss anything from the test that you did not understand.

Tutoring

Working with a tutor can be a great way to better prepare for a test. All students attending Anoka Technical College are encouraged to take advantage of free tutoring services, which include peer tutoring and 24/7 online access to Tutor.com in D2L. Learn more online here: <https://www.anokatech.edu/student-services/tutoring-services/>

Counseling Services

Counseling services are available to support Anoka Technical College students. A counselor can talk with you about any concerns or difficulties you are facing, provide support, and help in developing strategies and skills to promote wellness and goal achievement. Counseling services are confidential and free. You are encouraged to reach out for support.

To learn more about counseling services, visit: <https://www.anokatech.edu/student-services/counseling-services/>

To schedule an appointment with a counselor, visit the weblink above or call 763-576-7860.