PREPARING FOR AND TAKING EXAMS

BEFORE THE EXAM:

- Check syllabus for time, date and location of exams.
- Check what percentage of your final grade the test will be.
- Review by:
  - Looking at old test/quizzes.
  - Selecting the important subject matter from notes and lectures
  - Predicting questions for the test.
  - Re-writing notes, making note-cards, making practice exams, etc.
- If you need assistance with the subject matter try:
  - Studying with a group or friend.
  - Meet with your instructor to clarify sections that are confusing.
  - Visit the Student Success Center, located in the Busch Student Center, Rm. 331, for academic assistance (free tutoring, writing center, supplemental instruction, etc.).
- The night before the exam, sleep. Do not stay up all night cramming.

DURING THE EXAM:

- Relax and concentrate only on the test.
- Read the directions for each section carefully.
- For multiple choice/objective questions:
  - Answer the questions you know first, circle and skip the ones you don't to come back to later.
  - Answer all questions; there is no penalty for guessing.
- For essay and short answer questions:
  - Think before you write, outline what you want to cover.
  - Cover only the points asked for in the question.
  - Read over the answer to make sure it is clear and concise.
- Before you hand in the test:
  - Go back to questions you skipped.
  - Read over your exam to make sure you answered the questions correctly (Don’t change too many of your answers. The majority of the time, your first/gut response is right).

AFTER THE EXAM:

- Relax, the test is over!
- When the test is handed back:
  - Review comments.
  - Make sure you understand the mistakes you made.
  - Meet with the instructor if you have questions.