



YOU STUDIED HARD. YOU THOUGHT YOU DID EVERYTHING RIGHT.
SO WHAT WENT WRONG?

BASIC INFORMATION

Name _____ Class _____ Date _____

Test _____ Test Grade _____

Was your grade on the test an accurate reflection of your knowledge? Yes No

Why or why not? _____

What was the format of this test? (Check all that apply):

short answer essay multiple choice problem set other _____

Did the format of the test affect your performance? Yes No

If so, in what way did it affect your performance? _____

How much information did the test cover? a week a month the whole semester

TEST PREPARATION: WHAT FACTORS LED TO THE GRADE YOU RECEIVED?

Did you spend enough time preparing for the test? Yes No How much time? _____

Did you... begin to study several days in advance or... cram at the last minute?

Did you study the correct material? Yes No If not, what should you have studied? _____

Were you given enough information about the test to prepare properly? Yes No

If not, what information did you need? _____

Did you...(check all that apply)

- participate in a study group prior to the test?
- meet with your professor to ask questions prior to the test?
- feel that the test material was adequately covered in class?
- complete all of the reading for the test?
- take clear and complete class notes?
- attend class regularly?

Test Taking: Your strategies during the test

Did you skim the test before beginning to prepare yourself and allocate your time? Yes No

Did you run out of time on the test? Yes No

Do you feel that test anxiety prevented you from doing your best? Yes No

If so, describe: _____

Post-Test Analysis: Where can you focus your improvement efforts?

Have you reviewed the test to see the types of errors you made, and the reasons for them? Yes No

Is there a pattern to the types of questions on which you lost points? (e.g. your answers weren't precise enough) Explain.

What were the reasons for the errors?

(Check all that apply)

misunderstood the concept

misread the question

computational error

other _____

Did you change any of your initial answers? Yes No For better or worse?

If you had the option of retaking this test, what would you do differently in terms of test preparation and taking, and what would you keep the same?

FOLLOW-UP STRATEGIES:

- ◆ MEET WITH YOUR PROFESSOR TO REVIEW THE TEST AND DIAGNOSE DIFFICULTIES.
- ◆ ATTEND ASC WORKSHOPS ON TEST PREPARATION & TEST TAKING.
- ◆ MEET WITH A CAFE TUTOR TO COVER DIFFICULT MATERIAL.
- ◆ FORM A STUDY GROUP IF YOU AREN'T IN ONE ALREADY (SEE PLTC STUDY GROUP HANDOUT).

Tips For Tests

Test Preparation:

- Start studying well in advance. Daily review of the material is best – it will give you a solid grasp of main ideas and supporting details. Cramming is advisable only as a final, concentrated review – not for learning new material.
- Make a list of important points: laws, principles, theories, events, etc. List key vocabulary with short definitions.
- Make a condensed outline of the material that you have covered both in class and in the assigned reading. It's often easiest to structure this according to the lecture topics on the syllabus.
- Ask what the test will be like. How long will it be, what format will it take, and what material will it cover? In some cases, it is also important to determine whether a wrong answer will earn a penalty. If not, you should answer all of the questions, even if you have to guess.
- Predict questions that the professor will ask, and answer them. Having someone quiz you from your notes can also be helpful.
- Form a study group. Make sure that everyone is serious about preparing for the test. Organize your sessions to make the best use of time. Try to predict the questions that will be on the test. Focus on what will be most valuable to you (discussing the most difficult material, quizzing one another, pooling resources, etc.).
- Finally, make sure you get enough rest, recreation, and nutrition to be mentally alert. Sleep 7 to 9 hours the day or two before the test. Eat breakfast. Dress comfortably. Remember to bring the equipment you'll need for the test (calculator, pencil, etc.). If you're nervous, do some deep breathing exercises before you begin.

Test Taking:

- Skim the test before you begin. This should give you an idea of how the test is organized and will allow you to better budget your time so that you can complete all of the questions and still have time to review your answers at the end. Use all of the allotted time.
- If the questions are not weighted, answer them, but skip any that you can't answer quickly. You can come back to those later. If some questions are worth more than others, you might begin with those worth the most.
- Read the directions carefully. Are complete sentences required? Can more than one answer be marked on a multiple choice question? Must all of the questions be answered or can you choose a few from among the options provided?
- Circle questions that you are unsure of to look at again once you have completed the rest of the test.

Essay Questions:

- Read essay questions carefully. Highlight key words such as compare, contrast, summarize, or evaluate, and outline your answers. It's often helpful to use the question as a topic sentence. Make sure you use good paragraph structure (topic sentences, supporting material, conclusion), and **always proofread**.

Objective Questions:

- The process of elimination is also useful for **multiple choice questions** – you can cross off the answers you know to be incorrect. If you can narrow it down to 3 possible answers out of 5, it is statistically worthwhile to guess.
- For matching questions, use the process of elimination. Read all the choices and answer the questions you know first. Cross out the answers as you use them. This will limit the pool of possible answers for the more difficult questions.
- Watch out for terms like “always” and “never” in **true or false questions**. They are absolutes and can alter the nature of the question. Even if the statement itself is true, it may not be universal.