

# Have a test coming up? Make sure you are PREPARED!

*"By failing to prepare, you are preparing to fail."*

— Benjamin Franklin

The best thing you can do to prepare for a test is to start studying early! If you think you can cram all the information into your head the night before and actually retain it, well, you're wrong!

Follow these steps to ensure success on tests and quizzes.

## 4-5 Days before the quiz/test

- ✓ Make sure you have all of the notes/materials needed to study
- ✓ If you find you are missing something, ask the teacher or a classmate for the information.
- ✓ Look over the study guide (if there is one) so you know exactly what you will be expected to know
- ✓ Using this sheet as a guideline, make a study plan and schedule specific study tasks in your planner

## 2-3 days before test or quiz

- Employ active study strategies (rewrite your notes, make flashcards, highlight and write questions on notes and power points, summarize the main ideas from the textbook, etc.) to ensure that you are not just aimlessly looking at your notes
- Spend at least 30 minutes each study session
- If there is a concept you don't understand, make sure you ask your teacher for clarification

## 1 day before the test

- ✍ Test yourself. Put yourself into an environment as similar to the testing environment as possible – that means no notes or text books in front of you - (unless it's an open-book or open-note test) and answer questions that will be similar to questions on the test. If your teacher has provided a study guide for you – use those questions. If you have created your own study guide – use those questions. Extra questions/problems can be found in homework questions that you weren't required to answer (if your teacher assigned odds you can go back and do the evens), at the end of most textbooks or by asking your teacher for extra practice problems.
- ✍ This is your chance to solidify what you have been studying, spend 30-45 minutes (1 hour or longer if it is a big test or final) studying the night before.
- ✍ Check your study guide again; make sure you have covered anything.
- ✍ Go to bed at a decent hour; no one can perform well when they are sleep deprived.

## Day of test/quiz

- Eat breakfast! Bring water and snacks to school.
- Wear comfortable clothes.
- Relax! If you have followed the steps above, you are well prepared and should do fine. Stress will only make you do worse.
- Review your notes when you have the chance before the test/quiz.
- Come to class early and with all the materials you need.

## Taking the test/quiz

- Go through and answer all the questions you know first. This will boost your confidence on the test and ensure you have time to answer all the ones you now.
- Go back and work on the rest that you need to work out or think about a little more.
- Finally, go back and guess if you have to on the ones that are left.
- If you find yourself getting nervous, take some deep breaths, picture a relaxing place, or do something else that calms you.
- **NEVER** turn a test or quiz in early. Use all of your time to check your answers and make sure you didn't make any silly mistakes. (Don't worry if others are turning their tests in early – it's not a race.)