

Testing,
testing,
123

Test Taking Workshop

Group Activity

Find a partner and brainstorm.

We will share your suggestions.

- **How to prepare for a test?**
- **What do you do to study?**
- **How do you take tests?**

Taking Tests, Part 1

- Grades are largely determined by test scores. It is well known that some people develop skills at taking tests and get better grades because of these skills.
- The purpose of these lesson is to help you develop these test taking skills.

- Good test taking skills allow you to demonstrate what you have learned more effectively.
- These skills do not mean you do not need to study to learn.
- Test taking skills will help you profit more from your efforts to learn and understand.

Classroom tests

- We will begin with some general information about most classroom tests.

FIRST....

- Tests cover only a small portion of what you are expected to learn. By asking about a part of what you are supposed to know, teachers guess that you learned a similar amount about everything. If you can identify what you will be asked on a test, you will be able to focus your study and improve your test scores.

SECOND...

- Students who study more usually get the best grades.
- There is no easy or magic path to better grades; it just means, "study more".

THIRD...

- Practice usually improves test scores.
- Successful students rehearse answering questions like those that will be on tests. They get these questions from old tests, make them up, work in study groups, or ask tutors to make up questions.

FOURTH...

- The types and purposes of tests change from teacher to teacher and subject to subject. This often means you must study for, prepare for, and take tests differently.
- One important part of being successful is to find out as much as you can about your tests so you can prepare well.

FINALLY...

- You can improve your test taking skills. Like other parts of study, success on tests depends on actions **you** take. This lesson on test taking will teach you actions to be successful.

Controlling test
grades is one way
you control your
success

Q: How should you take tests?

- Be active and be systematic.
- This means you should use actions to prepare for tests, actions while you take tests, and actions after tests.

MULTIPLE-CHOICE TESTS


- Spend about 20 to 25 seconds answering each multiple-choice question.
- Focus your study on main points and topics frequently emphasized in class.
- Practice answering sample questions.


Create your own study aids

- Make an outline from your notes of just the main ideas.
- Make a timeline of important dates or the order of events.
- Make flashcards for studying vocabulary or events and important dates.
- Make up your own quiz.

Q: What actions should you take during a multiple-choice test?

- Read and follow the directions.
- Ask your teacher about anything you do not understand.
- Budget your time and attempt to answer every question.
- If you can't answer a question circle it and move on.

- When you have attempted all questions, go back to the ones you have circled.
 - Read each question and **all** the answer choices.
 - Read carefully and literally.
- 

- Do not look for trick questions or create elaborate reasons to choose an option.
 - Use your knowledge.
 - If you do not understand a question, ask your teacher for help.
 - Review your answers to be sure you marked them correctly.
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- Read each question systematically.
- Read the question first and think of an answer.
- Then, read **each** answer choice.
- Look for the best answer and cross out any choice you know is incorrect.

- Always guess if you do not know an answer unless your teacher says there is a penalty for guessing. You have a 20% to 25% chance of being correct just by guessing.

True-false and matching tests

- Require you to recognize an answer.

Q: How do you Prepare for true-false tests?

- True-false questions usually focus on facts and details
- You should use many of your memory actions
- practice recalling the facts that your teacher has emphasized.

Q: Are there skills you can use while answering questions?

- If any part of a true-false question is false the whole question is false even if the incorrect information is a small part of the question.
- Longer true-false questions tend to be **true**.

- Words like "always," "never," and "absolutely" tend to indicate a question is **FALSE**. Words like "sometimes," "usually," and "most of the time" tend to indicate a question is **TRUE**.
- If you do not know an answer, guess. You have a 50-50 chance of being right.
- Budget your time and read all questions. If you can not answer a question circle it and move on. Come back after you have attempted all questions.

Q: How do you Prepare for matching questions?

- Matching questions often include details so identifying possible matching question topics is important. Then, you must learn and practice these. You will want to use many memory actions. Some examples of matching questions are authors and their works, pictures and their names, events and their dates.

Q: How do you Prepare for matching questions?

- Read each item in one list and think of a match. Then, look for it in the other list. Work quickly and cross out each answer. Skip the ones you do not know.
- After you have gone through the list once, the ones you could not match will not be crossed out. You can then look at each item in one list and compare it to all remaining items in the other list. This should help you choose. Keep going through the list until you are finished or have answered all you know. Then, guess so you have an answer for every item

Taking Tests, Part 2

- In this section, you will learn about tests that are different from multiple choice, true-false, and matching. These tests require you to recognize and select an answer. Short answer and essay tests require you to **recall** and **construct** an answer.


Q: How can you get started?

- For tests that you have essay questions, write five practice questions.
- Think about what you believe your teachers will ask. You can also ask some friends to do the same thing.
- Use these to practice while preparing for the test. You may be surprised at how similar your questions are to your teachers' questions.

Another hint....

- As you read through the test, you may find clues to help you with other questions that are on the test. **Keep your eyes open for these clues!**

We will first look at
the purposes and
demands of essay
and short answer
tests



- You must remember and express your learning.
- Your answer must be well organized and clear to receive the best grade. In other words, your grade is influenced by how you write, as well as what you have learned.
- Teachers usually have their own criteria to grade recall tests, so it is important to find out how your tests will be graded.

Q: How should you Prepare for recall test?

- ***Make sure you know what your teacher expects:*** The best way to find out is to ask. You want to know if spelling, grammar, and punctuation errors count against you. You also want to know if you have to provide evidence for your answers and what kinds. You can write a sample answer and ask your teacher to look at it for strengths and weaknesses.

- *Practice writing answers:*

You can make up sample questions and write answers. Because essay questions are quite broad, it is likely you will make up questions that will be similar to your teacher's.

- *Organize the ideas and main points that the test will include:*

It is very important to understand main points and how they relate to each other. You can do this using skills such as outlines, charts and graphs, or summaries.

Q: What should you do during the test?

Below are actions that improve success on recall tests.

- *Read the directions carefully and follow them: Ask if you are unsure of what your teacher wants.*

- *Read each essay question before answering:* Decide how much time you can spend on each and stay in your time limits. Make a note sheet for each question - use this to jot down ideas as they come to you and as you think about and plan your answer.
- *Organize your answers:* Before writing, think about what you will say and make a brief outline. Follow the organization as you write.

- *Answer questions clearly and directly:* Use the words and phrases your teachers and textbooks use.
- *Review your answers:* Make sure you have said what you intended and that you have written clearly.
- *Write neatly and legibly:* Use erasable pens or white-out to correct errors. Neat papers get higher grades.

- *Always write an answer to every question: **Show that you know something!** Never leave a question unanswered. If you have a choice, answer only the number of questions required.*

- *For short answer tests, write short clear responses that completely answer the question:* Do not write more than is needed to answer questions. Make your answers easy for your teachers to read.
- *Make sure you proofread!* You will usually find mistakes you did not realize you made

Other Tips



'Twas the Night Before Testing

- Go to bed on time.
- Put a few number 2 pencils with erasers in your backpack.
- Solve family/friend problems before the testing date.
- Talk to your parents about any concerns that you might have about the test.

Key Words

- Find **key words** or **phrases** in the question that will help you choose the correct answer.



Reading Passages

- If the test requires you to read passages and then answer questions about what you read,

Read the questions first.

- **By doing this, you will know what you are looking for as you read. This also helps you go faster on the test.**

Reading Passages

- When there are several questions about a reading passage or chart, look for **clues** in other questions that will help you with those items about which you are unsure.

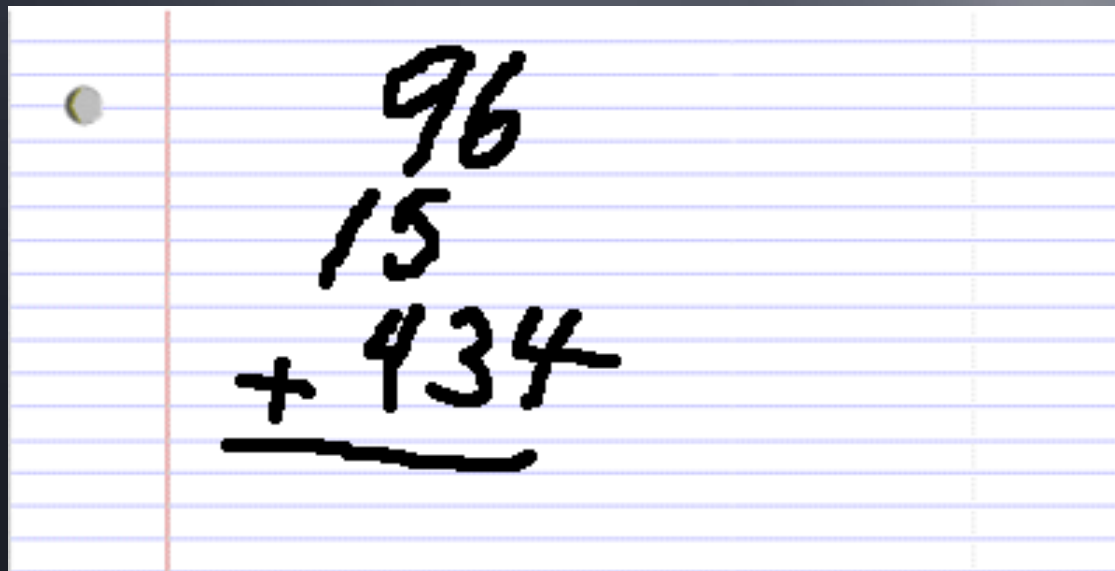
Math Computation

- When using scratch paper on a math test, double check to make sure that you have copied the problem correctly from the test booklet!



Math Computation

- Line up place value correctly on your scratch paper (thousands, hundreds, tens, ones) or the answer will be incorrect.

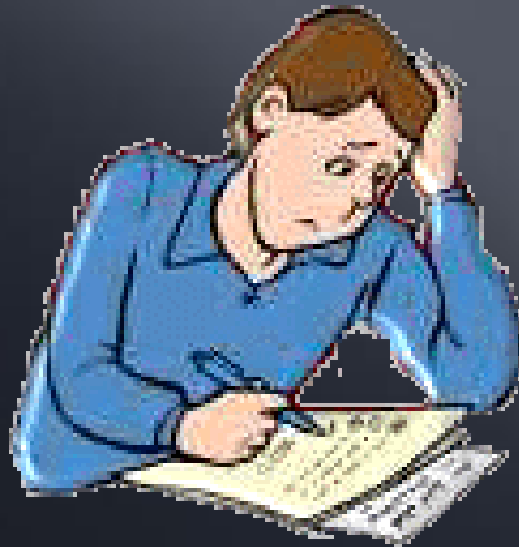


A photograph of a piece of lined paper with a handwritten addition problem. The numbers are written in black ink. The first number is 96, the second is 15, and the third is 434. The numbers are not aligned by place value: 96 is shifted to the right, 15 is shifted to the left, and 434 is aligned to the right. A horizontal line is drawn under the 434. The paper has a red margin line on the left and a blue margin line on the right.

$$\begin{array}{r} 96 \\ 15 \\ + 434 \\ \hline \end{array}$$

Math Computation

- If your answer does not match one of the choices, reread the problem, recopy the numbers, and try solving it again.



Resources

- <http://www.pinkmonkey.com/index2.asp>
- <http://familyeducation.com>
- <http://www.lessonstutor.com/eeshome.html>
- <http://www.campusblues.com/test.asp>
- <http://www.hammondhs.org/guidance/midmo.PDF>
- <http://www.ctl.ua.edu/CTLStudyAids/StudySkillsFlyers/TestPreparation/testanxiety.htm>
- http://home.earthlink.net/~bmgel/educate/docs/aperson/grade_6/grade_6l/aphg6-8.htm
- jc-schools.net/tutorials/test-strategies_pp

- www.wvwd208.org/hs/sitehome/ram_project/Sophomore%20Ram%20Prep/.../Lesson%20Plan%20for%20Test%20Taking.doc