

ASC Tips for Preparing for and Taking Exams

Exam Tip #1: Take care of yourself. No all-nighters! You will function best if you get plenty of rest and eat something nutritious before your exam - not just a candy bar! Begin studying now - review every day and avoid last minute cramming.

Exam Tip #2: Need a quick last minute review? Use the chapter summaries in your textbook. Look at examples from your textbook and notes - identify the concepts they relate to and why.

Exam Tip #3: For multiple choice exams - Anticipate the answer. Try answering the question before you look at the choices. This gets your mind working in the right direction, and there should be a feeling of recognition when you see the correct alternative. If you need to guess, eliminate the answers you know are not correct first.

Exam Tip #4: Be prepared during the exam... Read over the entire exam first for directions and points assigned. Then allot your time based on the point value of the questions. Make sure you have all the supplies needed/required - paper, 2 pens or pencils, a watch or timer, calculator with new batteries, proper scantron sheet, etc.

Exam Tip #5: Taking an exam on a scantron sheet? Make sure you have the correct form. Be sure to check every 10 questions or so to ensure you are putting the answer on the correct line.

Exam Tip #6: Know what your exam is going to cover and how much it is going to count to your final grade. Ask your professor if you are not sure. Cumulative? Correct all missed questions as you study and review.

Exam Tip #7: Make time for "renewing" activities. Pace yourself - you will study more effectively if you spread things out and take breaks. Just don't mix long breaks with short study sessions!

Exam Tip #8: During the exam, don't panic. If you feel yourself sweating or hyperventilating, put down your pencil, close your eyes, take a few deep breaths, and consciously relax any muscles that you're clenching (jaw, neck, stomach). When you're calmer, go back to work.

Exam Tip #9: As you study, use the "study cycle". Set goals for what you want to accomplish for one hour. Concentrate and study to meet those goals. Take a 10 minute break and come back to review what you just studied. Repeat as needed for all your courses.

Exam Tip #10: Resist the urge to party on "off" days. Use the time to get a head start on final reviewing for the next exam. REMEMBER: if you party, you will need to recover! Research shows that people who engage in high-risk drinking deaden their cognitive skills (your ability to recall and organize information!).

Exam Tip #11: Stay for the entire exam session. Reread the questions and your answers to them. Make sure you understand what the question is really asking and that you have answered the question completely and accurately. But be careful not to second guess yourself - change questions only if some new information has come to mind.

Exam Tip #12: If you don't understand a question, ask the instructor/proctor for help or clarification. You might get some insight, and it never hurts to try.