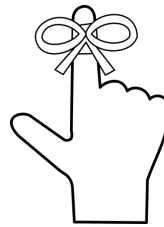


## Tips for Day of the Test

1. **KNOW BEST AWAKE TIME.** Know when you are at your best at thinking and recalling information. Plan to take the test at this time.
2. **FIND PERFECT SPOT.** Find a place where distractions are minimal. Turn off all distractions (TV, radio, cell phone, notifications). Make sure kids and pets are settled or are being taken care of by someone else.
3. **SET UP EARLY.** Make sure your computer is working properly, programs being used are up to date, and your Wi-Fi connection is available. Have a whiteboard and marker ready if using during the test.
4. **UNDERSTAND TEST GUIDELINES.** Recheck the test date and time frame. Make sure you have plenty of time to take the test. Understand the steps needed before starting the test.
5. **BE NOURISHED.** Eat something; it'll be harder to think if you are hungry.
6. **USE PROCTORING TECHNOLOGY** (if applicable). Make sure the proctoring technology is set up properly and ready to go.
7. **PREVENT ANXIETY.** If feeling anxious, take out a piece of paper and write down what's worrying you. Think positive and remind yourself how you studied appropriately and know the material.

Trust yourself...you  
know more than you  
think!



Remember

Test preparation starts with regular class attendance, good organization, effective time management, taking and reviewing class notes daily, and keeping up with assignments and readings.

Center for  
Student Success

**TEST TAKING  
STRATEGIES**



Email: [studentsuccess@sentara.edu](mailto:studentsuccess@sentara.edu)

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## Tips for Test Preparation

1. **What's on the test?** Know which textbook chapters and topics are included in the test.
2. **What's the test format and how many questions?** Know format for the test (multiple choice, short answers, math questions, etc) including amount of questions per topic being tested.
3. **How much should I study?** Review your video, lecture, and text or reading notes from the time you learned the material to the day of the test. This should be incorporated in your every day study time to prevent cramming and feeling overwhelmed at test time.
4. **How can I understand info better?** Spend extra time studying difficult concepts. If info is unclear, ask faculty for clarification.
5. **Is there a practice test?** Predict test questions by looking at the objectives of the chapters. Find practice tests or quizzes that cover similar information.
6. **Should I study with others?** Use small study groups or a peer to review information in a structured way. You can get immediate feedback as to your understanding of the topics to be tested.
7. **Textbook resources?** Use the electronic or hardcopy supplement

provided by your textbook. Info may include chapter summary, important concepts, and sample test questions.

8. **Is there a study guide?** If the faculty provides a study guide, use it and study from it. It will provide guidance on what to expect on the test.
9. **How can I prevent test anxiety?**
  - Before the test:**
    - Study well in advance to understand concepts vs cramming/memorizing.
    - Avoid peers who stress you out and make you feel like you're not ready.
    - Focus on positive thoughts/feelings and visualize yourself doing well
  - Day of the Test:**
    - Allow material to settle in by doing something relaxing or taking a short walk.
    - Sleep well the night before, eat balanced meals and drink water.
    - Read test directions, questions, answers slowly and carefully.
    - Take slow deep breaths and do a reset when anxiety is rising during the test.
    - Answer questions to which you recognize the answers first.
    - Skip questions that are confusing and return to them before submitting.

- Go over test questions if time allows.
- After the Test:**
- Let it go and don't mull over the test.
  - Don't talk about the test with your peers (reminder that this is an Honor Code violation).
  - Make an appointment with faculty to review your test.
  - Learn from the test review and strategize how to do better in future tests.

## Review of SCOHS Testing Rules

1. Use ProctorFree during test taking, if applicable.
2. Close all applications on the computer prior to starting the test except the approved software to take the test.
3. Show a 360 degree view of the testing area including the laptop or computer, ceiling, walls, floor, and student's lap.
4. Show the front and back of the permitted whiteboard to the camera before starting the test.
5. Abide by and recite the Honor Code out loud while being recorded before starting the test.
6. Erase both sides of the whiteboard and show to the camera at the end of test.