



***Enhanced Learning
Educational Services***
“the study skills specialist”

TEST-TAKING TECHNIQUES



Knowing how to make the most of your time in tests and examinations ensures you have the best chance of demonstrating your knowledge in a test!

- You should read each point and **highlight the key phrases** in that point.
- Discuss with a friend or parent as you read through the handout.
- You may like to work through this over a number of sessions.

Copying and use by purchasing schools only.

Copyright © Enhanced Learning Educational Services 2017. This Blackline Masters page may be photocopied for non-commercial classroom use as per copyright notice at the start of this resource or at www.enhanced-learning.net 1

1. A FEW DAYS BEFORE THE TEST

Consider which section of the test you will tackle first.

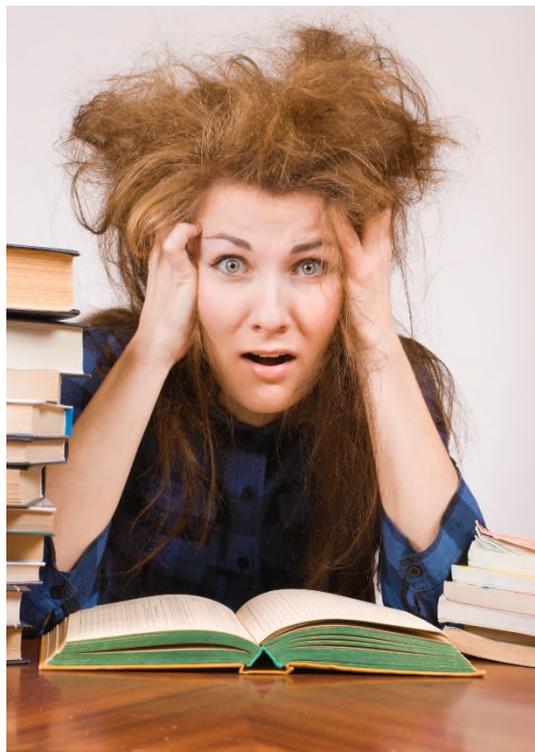
Some students like:

- To jot down points for all their plans first as they go through the paper from the beginning.
- To work through the paper methodically from start to finish.
- To do the easier questions first to build confidence and momentum and get some time up their sleeves.
- To go for the questions with the most marks or the more difficult questions first.

You need to decide what suits you best.

There are a number of other things you can do. Tick which of the following you have tried:

- Plan out how much time you should spend on each section of the test.
- By looking at past papers, get a feel for the types of instructions that will be on your paper.
- Do some exercise so you can burn off the pent-up stress that can come before exams.
- Look after your body – lots of water to juice up your brain, healthy food, good amount of sleep.
- To calm nerves, make mental pictures of yourself sitting down and doing well in the test.
- Ensure you know what equipment is allowed in the test or exam.
- Find or purchase any equipment you may need, extra calculator batteries, pens, rulers etc.
- Focus on reviewing the key points, perhaps use a condensed version of your summaries.
- Practise as many past test papers as you can get your hands on.
- If you have a number of exams, check the timetable to ensure you have a clear picture of when each exam is being held.



a. Do you have a process you follow a few days before the exams? Are there any of these steps that you don't do that you should do?

Copying and use by purchasing schools only.

Copyright © Enhanced Learning Educational Services 2017. This Blackline Masters page may be photocopied for non-commercial classroom use as per copyright notice at the start of this resource or at www.enhanced-learning.net 2

2. THE NIGHT BEFORE THE TEST

There are a number of other things you can do. Tick which of the following you have tried:

- Pack your bag with everything you will need for the next day, ensuring you have all necessary equipment.
- Plan what time you need to leave to ensure you have plenty of time for unexpected delays.
- Don't go to bed too late – you need to make sure your brain is fresh and alert. Get enough sleep.
- Don't ring friends and discuss your preparation or the examination. It might stress you.
- Just before you go to sleep, look through your notes briefly.
- If you have a number of exams, check the timetable to doubly confirm the date, time and location of the exam.



DISCUSS

b. Do you do all of these the night before the exam? What else could you do to improve your preparation the night before the exam?

3. THE MORNING OF THE TEST

- **VISUALISE SUCCESS:** When you wake up, keep your eyes closed but create a mental picture of yourself going to school, walking into the exam room, sitting down, opening the paper and feeling good about the questions. Picture yourself writing away, answering the questions and having a sense of relief and satisfaction about the paper when you are told to put your pen down at the end. Run this image through your mind like a movie and it will help you approach the test or exam with a positive attitude.
- **REVIEW YOUR NOTES:** Once you have done the visualisations, look calmly through your final study notes. Don't try and memorise at this point in time, just read through to refresh your memory of the material.
- **EAT BREAKFAST:** It is absolutely essential to eat a decent breakfast the morning of your test or exam. Your brain needs fuel to function efficiently and with maximum performance. Some examples of beneficial food for breakfast are: toast, cereal and milk, juice, eggs,



Copying and use by purchasing schools only.

Copyright © Enhanced Learning Educational Services 2017. This Blackline Masters page may be photocopied for non-commercial classroom use as per copyright notice at the start of this resource or at www.enhanced-learning.net 3