Tips on How to Prepare for Tests  
by Claire Kimberly 
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**Studying**
- Take purposeful, organized notes in class and from reading.
- Compare lecture and reading notes regularly.
- Review notes within 24 hours after taking them.
- Focus your study on what you don’t know.
- Use notes for making study cards and predicting test questions.
- Meet with teachers about anything you do not understand.
- Have structured study groups with your peers.
- Know the format you are studying for and study often!
  - Essay questions – Know the “how” and the “why.”
  - Problem Solving (math questions) – Practice, practice, practice.
  - Multiple Choice – Memorize formulas, terms, definitions, and facts.

**Tips for Concentrating**
- Eliminate internal and external distractions.
  - Internal: Exhaustion, hunger, anxiety
  - External: Noise, interruptions, climate (too cold, too hot)
- Relax by breathing deeply and/or flexing muscles.
- Divide the difficult information into portions you can understand more easily.
- Identify and organize important terms and concepts/themes.
- Allow time to relax (i.e., sleep!)

**Tips to Help Remember Information**
- Quiz yourself in both directions:
  - Term/concept to definition/example
  - Definition/example to term/concept
- Re-write the information.
- Predict test questions.
Tips on How to Take Tests
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Right before exam
Don’t study up to the moment the teacher hands out the exam.
Breathe and relax.
Be confident.

During exam
Develop an aggressive, yet realistic attitude.
Read over the test and plan your approach.
Answer easier/shorter questions first.
Read directions slowly.
Activity reduces anxiety, so move on to questions you know.
Don’t hesitate to ask for clarification from the teacher.
Relax yourself physically.
Pay attention to the test, not to others.
Follow your instinct.
Demonstrate (show off) your knowledge.
Be specific.
Assume/imagine your teacher knows nothing of the subject.

After exam
Decompress (especially during days when you have multiple tests).
Review notes and mark material tested on for future reference (i.e., for comprehensive tests).
Review exam after your teacher has graded it.
Learn from mistakes you made.
Correct misunderstandings and errors.

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