



LASSI Worksheet: Test-Taking Strategies (TST)

Name: _____

Improved test taking skills can help you by:

- Effective use of exam time.
- Improved class performance overall.
- More confidence and less stress.

Activity: Recognize the problem

What do you find most difficult in preparing/studying for a test?

How have you targeted these difficulties before and was it useful?

What do you find most difficult in taking a test? Why?

Steps for preparing for an Exam:

- Make a habit of studying a little everyday instead of cramming right before the test. Studying everyday helps to reduce stress and increase your understanding.
- Give yourself 30 - 60 minutes a day to quickly review your notes of the day. This will help on the long term.
- Pick the right place to study; it is important that your location minimizes distractions and increases your focus. We recommend a place where you can self-regulate and stay on track: a quiet room in your house or a coffee shop with outside seating are some good suggestions; somewhere people are busy and focused.
- Make use of study groups, they can help you learn new material and test your understanding by teaching others.
- Give yourself enough time to cover all the material, and an extra day or two for review and self-testing.
- Make sure to take a ten-minute break for every hour of studying, this will increase retention of information.
- Get a good night's sleep and remember to avoid sudden changes in diet or caffeine intake.

During the Exam:

- **Relax.** Before beginning, take slow deep breaths, which can help you relax and increase your focus.
- **Recognize where the bulk points are.** Start with what contributes the most to your test scores.
- **If needed, start with what's easy.** If you are stressed, starting on what is easy can help you focus and save time. In addition, it will help in recalling what you memorized.
- **Read the questions carefully.** It is important that you understand what the question is asking for. Underline\ highlight what's important and rephrase the question if needed.

Tips for Specific types of questions:

True/False	<ul style="list-style-type: none">○ Carefully read the statement and make sure you understand what is being said.○ If the statement has multiple parts break it down and analyze each phrase.
Multiple Choice	<ul style="list-style-type: none">○ Read all the answer choices and directions.○ Best answer or correct answer?○ Look at key words and tricky words such as: Except, all of the following, not etc.○ Use true/false to eliminate answer choices.
Matching	<ul style="list-style-type: none">○ Read the questions and think about possible answers.○ Then look at the test bank.○ Match your answer with the question appropriately.○ Double check your response.
Fill in the Blanks	<ul style="list-style-type: none">○ Read the statement.○ Reread the statement with your answer.○ Ask yourself, does this answer make sense?○ Check the grammar.
Short Answer	<ul style="list-style-type: none">○ Read the question and understand what it's asking for.○ Underline keywords.○ Proofread your answer to assure that you fully answered that question.○ Include all your work and your thought process, incase partial credit is an option.

After the Exam:

- When you receive the test back make sure you go over the questions that you have missed. This is a great learning opportunity to see how you can improve by reflecting on what you missed
- If you receive a score you are unhappy with, try to practice compassion with yourself and know that you have the opportunity to improve in the future. Self-reflect on your study skills: what worked well for you and what appropriate changes should you make?
- Ask for help if you need it.

Also, try asking your professor if they are willing to go over the exam with you. Your professor can provide useful knowledge to aid in your understanding.

Activity: Answer the following questions to help you decide what tips you will use to improve your test taking skills.

List some of the strategies you will use to study and better prepare yourself for exams.

List some strategies that you will use during the exam.

If you receive a score that was not what you expected, what steps will you take to ensure that you will do better next time?

Sac State Can Help!

Academic Advising and Career Center
careercenter@csus.edu | (916) 278-6231
www.csus.edu/careercenter

Peer Assisted Learn (PAL)
pal@csus.edu | (916) 278-3577
www.csus.edu/nsm/pal

Peer Academic Resource Center (PARC)
parc-01@csus.edu | (916) 278-6010
www.csus.edu/parc

Science Educational Equity (SEE)
see@csus.edu | (916) 278-6519
<https://tinyurl.com/y2tk5e6p>

Other Helpful Resources:

10 Failsafe Test-Taking Tips
tinyurl.com/yahr68s

Managing Test Anxiety
tinyurl.com/ybymk8ju

CalREN Project: Study Tips
tinyurl.com/oe3x6s3

Explore and Reflect: Pick at least 2 of the resources and links above and check them out. Write about your reaction and experience with these resources and/or links. Which ones did you find most helpful? Why or why not?
