



S.A.Y.
San Diego

Studying For and Taking Tests

Tips from the Parent Institute and the PASS Project

Homework and Study Skills

- **Organize Materials**
It 's easier to study notes, quizzes, and homework when they are separated
- **Make a Study Plan**
Schedule study time over several days.
Make a "to do" list for each study session
- **Take a Practice Test**
Use questions in the book or make up questions and look up the answers
- **Study under "Test" Conditions**
No distractions (like TV or loud music).
Set a timer when taking practice tests
- **Look at Old Tests**
Learn from past mistakes; ask a teacher or a tutor if you don't know what you did wrong
- **Make Flash Cards**
Ask a friend or family member to test you with cards that contain what you need to know

Types of Tests

1. Multiple Choice

- < Before reading the choices, think about what the answer should be.
- < Read all the answers before choosing one.
- < Cross out wrong answers. This narrows down the options.
- < When viewing the test, make sure answers are marked in the bubbles correctly.

2. Matching

- < Read the directions carefully.
- < Notice whether one column is longer than the other. If so, some answers may not get used. Others may get used twice.
- < Match the easiest items first. Then the remaining ones may be less confusing.

3. True/False

- < For the answer to be true, ALL of the statement must be true.
- < Beware of absolute terms, such as *always* or *never*. These words are most likely to be in false statements.
- < It's probably better to guess than to leave a question blank. There's a 50 percent chance of being right.

4. Essay

- < Make an outline before answering the question.
- < Ask if spelling and grammar will be graded.
- < Write neatly.
- < If time is running out, include an outline or brief answer.