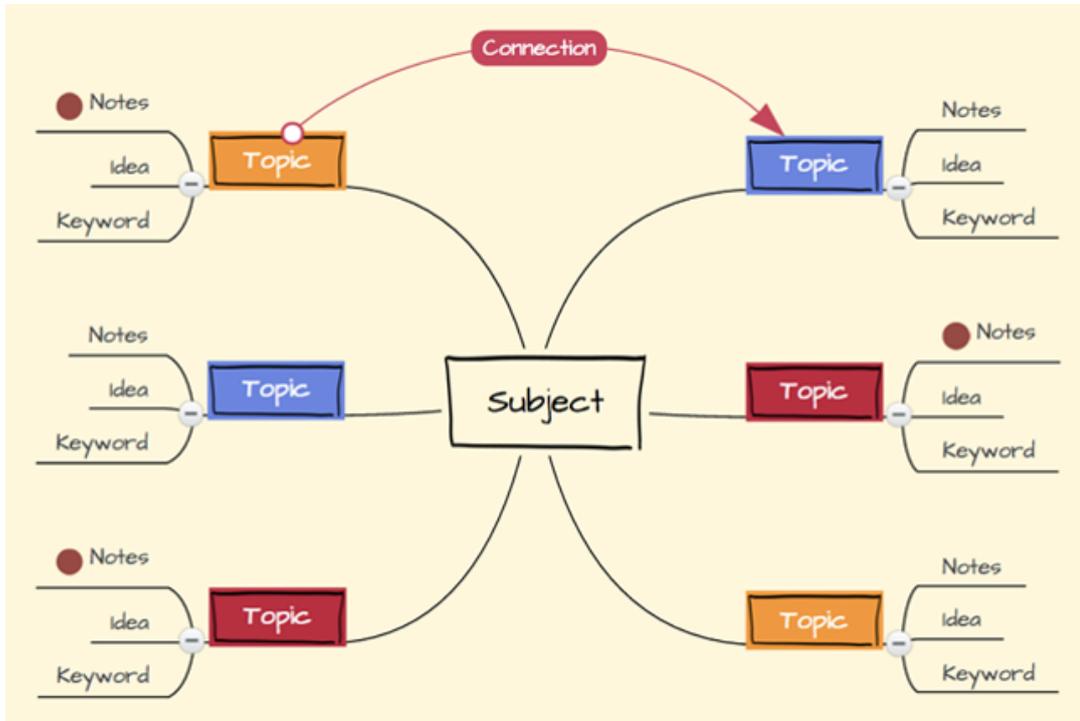




## Mind Mapping

- Good for visual learners
- Shows relationships
- “Free Mind” online



## Test-Taking

### Before a Test

- Write your own tests
- Meet with instructors
- Copies of old tests
- Predicting questions
- Study groups

### After a Test

- Right after the test:
  - How did you feel?
  - How effective was your review?
  - What would you do differently?
- When you get the test back:
  - Check your marks
  - Look at the test material
  - Look at the types of questions

### During a Test

- When should you arrive?
  - No more than 10-15 minutes early
- Where should you sit?
  - If you're in the same classroom, sit in your same seat
  - Otherwise, sit near a clock or window (to keep track of time and give your brain a break!)
- What should you ask?
  - How much time you have, if you can bring paper, etc.
- What do you do when you get the test?
  - Scan the whole test
  - Answer the shortest, easiest questions first
  - Be able to move on



## Types of Tests

- Multiple choice:**
- 1) Answer in your head first
  - 2) Read all answers: two will be similar, ask yourself "what would be the better answer of the two?"
  - 3) Look for key points. Dismiss distractors (unnecessary information) and eliminate incorrect answers

- True/False:**
- 1) Read the entire question
  - 2) Look for qualifiers (most, sometimes, rarely)
  - 3) Look at the details (if they have been slightly altered, these are signs of a false statement)
  - 4) watch for negatives (not/cannot) and double negatives

- Open-book:**
- 1) Organization is key
  - 2) Write down formulas on a separate piece of paper
  - 3) Bookmark 'Table of Contents' and index
  - 4) Place post-its on other important pages
  - 5) Predict what will be on the test and highlight it

**Short answer/fill-in-the-blanks:** Use key words and facts; be brief

- Matching:**
- 1) Read through & see if the numbers in each column match
  - 2) Look for similar wording and note the differences
  - 3) Match words grammatically (gerunds/infinitives/tense)
  - 4) Cross out as you go

- Essay:**
- 1) Managing time is the most important
  - 2) Make sure you understand the question (compare? Provide examples?)
  - 3) Make an outline & get to the point
  - 4) Write legibly & write on one side of the paper, leave a margin and lots of space between answers

---

## Dealing with Test Anxiety

### Some Symptoms of Anxiety

Inability to concentrate  
Insomnia  
Sweating  
Shortness of breath  
Fatigue  
Irritability  
Stomach ache  
Diarrhea  
Headache

### 3 Elements

**Mental:** Stop negative thinking  
Visualize success  
Focus & be positive

**Physical:** Breathe  
Relax your body part by part  
Picture a relaxing place  
Don't ignore your anxiety, focus on it and describe it so you can let it go and relax  
Watch your use of energy drinks/ pills/ etc.

**Emotions:** Accept them  
Practice detaching from emotions  
Be present  
Get help

THOUGHTS

BREATH AND  
MUSCLE TENSION

BOTH MENTAL  
& PHYSICAL

## Tips for Reducing Test Anxiety

- Relaxation techniques
- Slow, deep breaths
- Don't think about the fear
  - If you go blank, skip the question and move on
- Think about the next step and stay on task, step-by-step
  - Don't panic when students start handing in their papers, there's no reward for finishing first!
- Use positive reinforcement
  - Acknowledge that you have done, and are doing, your best
- Expect *some* anxiety: It's a reminder that you want to do your best and can provide energy!
- Realize that anxiety can be a habit and that it takes practice to use it as a tool to succeed
- After the test, make a note of what strategies worked!

---

## Resources on Campus

<b>Counselling</b>	TRU counsellors promote and support the career development, academic success and personal growth of all TRU students	Old Main 1631 or call 250-828-5023
<b>Supplemental Learning</b>	Supplemental Learning (SL) is academic support linked to challenging introductory courses. In courses supported by SL, students are invited to attend weekly sessions — on a regular basis, or occasionally.	Old Main 2699
<b>Library</b>	The Library offers a number of supports including workshops, research help, and appointments with Librarians.	Main Library 250-828-5306
<b>The Writing Centre</b>	The Writing Centre offers appointments, workshops, and a number of online resources to help improve your skills in many areas.	House of Learning 104