



Tips to *Prepare* You!

Find out from your instructor if the test requires a Scantron form. Some instructors require different Scantrons for different types of tests. Here are a few commonly used Scantron forms:

- **882-E:** Standard Scantron form. Long and skinny, 50 questions on each side.
- **815-E:** Quiz Strip. Has 15 questions on the front, nothing on the back.
- **886-E:** Mini Essay Book. This one has the standard Scantron form attached to a fold-out lined test paper for essay questions.

Though there are more types of Scantrons available, these are generally the most frequently used. You can purchase Scantrons in either the Viking Bookstore in the I-building or the Viking Express in the T-building.

Do you have your **#2 Pencil**? Scantrons only work with pencils that have a hardness level of 2, so make sure you've got a back-up too!

Some instructors allow **Reference Materials** in tests. Open-note tests allow your notes, open-book tests allow use of your textbook, and make sure you've got a calculator or other materials as needed! Ask your instructor!

Now that you've got everything you need, make sure to **Read the Instructions**! One of the biggest mistakes students make is to answer the question wrong even if they knew the answer because they didn't read the instructions properly. **Budget your Time** and knock out the **Easiest Questions First** to build your confidence and reduce stress!

Tests are some of the most stressful parts of school, but now you can enjoy a few of our **Tried & True Test Tips** that have been proven to help students get through tests with more ease when combined with a good dose of studying!

Tips *While* you Test!

Before you read the possible answers, try to answer the question **In Your Mind**. It will focus your thinking and avoid confusion after you read them.

Read all of the choices and **Eliminate** the obviously incorrect ones first.

Watch out for **Absolute Words** like "always," "never," "all," "every," and "none." If any small part of a statement is false, the whole answer is false. Absolute or extreme statements are more likely to be false than answers that leave room for exceptions.

Answer Everything. Most tests do not have a penalty for a wrong answer. If you don't try, you can't succeed. If you do try, there's the possibility of success.

Do not change your answer unless you are completely sure. **Trust Your Intuition**-- studies have shown that in most cases, the first chosen answer is the correct one.

Use as Much Time as You Need. Rushing the exam to get it over with can cost you points, especially if there is a mistake on the exam that someone caught and you didn't. If you get through it in 20 minutes and someone sees the mistake at 30, you're out points because you weren't patient enough.