

# Test Writing

Good performance on a test is not only determined by knowing the correct answers, but also by a student's ability to manage time, manage directions, and manage distractions. Here are some strategies to ensure you are completing your best work during a test:

1. **Read the directions.** It is very easy when you are anxious about an exam to skip the directions. However, the directions may have the key to you being successful. Ensure you know what is being required of you before you start each section.
2. **Notice the percentage of each section.** The percentages are a clue to how much time to dedicate to each section. Spend the majority of your time on what will gain you the most marks.
3. **Skim the whole exam and make a plan.** Review the entire exam before you start to know how much time to allot to each section. Start answering the questions that are easy to answer to build confidence in your abilities before moving to the harder ones.
4. **Moving evenly through the whole exam.** Do not waste your time on questions you do not know, take a guess and move on. You can come back to the question if you have time later.
5. **Use careful strategies for multiple-choice questions.** Read the question and cover up the answers. Decide on an answer before looking at the options. Read all of the options provided before choosing one try not to second-guess yourself. Most often your initial response will be correct.
6. **Use careful strategies for essay tests.** Read the essay question more than once. Underline the key words in the question. Begin when you have full understanding of what is being asked. Make sure your essay follows the proper format and always finish as strong as you began.



7. **Don't forget common sense.** Try not to rush through your exams. When you rush you may not use the best logic. Think about each question before you answer.
8. **Avoid distractions.** People are going to make noises around you. Choose to not let the noises distract you or make you angry. If this is a concern for you, practice studying with some background noise to practice focusing with a little distraction.
9. **Avoid comparing.** It may make you nervous if people start handing in their exams early. Don't worry about what others are doing; they may be handing in their exam early because they didn't study well enough. Avoid making assumptions. Focus on your own exam; if you need the whole time allotted to write, that is ok, that is why the time is available for you.
10. **Think positively.** Be confident in yourself and your abilities. Choose to focus on positive thinking on the day of the exam. "I can do this." "I know the information." "I studied well." These positive thoughts will help calm your nerves before writing the exam.
11. **Visit a success coach.** If you would like more information on how to incorporate these strategies into your study routine visit a success coach. To book an appointment, visit the student success office (2nd floor of south campus hall) or call 519-888-4567 ext. 84410.

