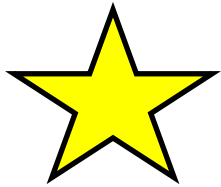


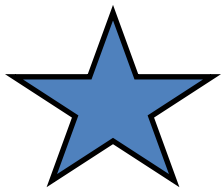
ABC'S for Taking a Test

Answer every question
Be positive and relaxed
Cover your work
Do your own work
Erase, only when you are sure your answer is wrong
Forget about cheating



Guess, after eliminating wrong choices
Have faith in your preparation, answer with confidence
Ignore distractions and maintain your concentration
Keep your eyes on your own work

Leave cell phones, iPods, and other gadgets at home
Mark your answers accurately
Nip cheating in the bud by reporting it
Obey instructions



Prepare by studying diligently, not by cramming hastily
Quiet your fears and work calmly
Respect others – don't talk or fidget
Skip hard questions and answer them later
Think carefully, before you mark your answer

Use your time wisely
Verify your answers, if you have time
EXpect the best when you are well rested
Yield not, when tempted to cheat
Zip through easy questions.

BEFORE THE TEST YOU SHOULD

- Find out what kind of test you are going to take by asking your instructor.
- Look at past exams.
- Predict test questions.
- Practice test taking.
- Prepare appropriately for tests involving problem solving or essays.
- Attend a review session, if one is offered.
- Go to bed early the night before. Don't try to pull an "all-nighter".
- Eat a healthy meal before the test.
- Come to the test with everything you need: pencil, calculator, and other supplies.

UPON ARRIVAL FOR THE TEST YOU SHOULD

- Have confidence in yourself.
- Sit back, relax, breathe, and clear your mind if you become nervous.
- Listen to the instructor before the test begins.
- By all means, follow the directions on the test.
- Preview the test so you'll know how to budget your time.
- Data dump on the top or back of the page.
- Answer easy questions first then go back to the harder ones.
- If in doubt, do not erase your first answer.
- Use the entire test period, don't rush.

AFTER THE TEST YOU SHOULD

- Go over the items you got wrong. Try to solve the problems on your own first. Get help if you cannot answer them.
- Go over the items you got right. The more you review the material the better you will retain it.
- Learn from your errors and be aware of them the next time you take a test.

ADDITIONAL RESOURCES

TCC Student Success Center website:

www.tcc.fl.edu/studentsuccess.com

Click on Student Success Web Resources for weblinks and online seminars.

www.testtakingtips.com/test/index.htm

www.testtakingtips.com/test/multiple.htm

www.studygs.net/tsstak3.htm

www.d.umn.edu/kmc/student/loon/acad/s trat/test_take.html

www.spicewoodgroup.com/html/test_taking.html

www.counseling.uchicago.edu/resources/virtualpamphlets/test_taking.shtml

**Tallahassee Community College
Student Success Center
2nd Floor Student Union
850-201-8440**

DON'T STRESS THE TEST!