General Test Taking
Tips and Strategies

Find out the details	• Is your exam taking place in-person or online? If it is online, what platform will administer the exam, and how do you log into this platform? Is the exam scheduled for a specific day and time, or are you able to schedule it from a range of available dates? (Schedule your time as soon as you're able to schedule!) Answers to these questions will likely vary from class to class, so be sure to write down the information in an organized way. (Your syllabus or professor will provide these testing details.)
Do an equipment check	• If your exam is online, make sure you have the appropriate software and hardware. For example, ProctorU has a hardware check tool. Reach out to a campus resource early if you need equipment or other resources. If your exam is in-person, then be sure to bring needed materials such as a pencil, blue book, and/or calculator.
Do a brain dump	• Write down formulas, processes, or outlines as soon as possible. This clears your mind for thinking rather than storing information. It also eases the stress of worrying and forgetting.
Preview the test	• If possible, look over the total number of items and identify point values so you can judge the amount of time you should spend on each item. Focus on the questions that receive the most credit.
Read directions carefully	• It is a mistake to ignore test directions. Directions provide information you need to get full credit and to mark answers correctly. If possible, underline key terms and number the steps in the directions.
Answer the easiest questions first	• This builds confidence and may trigger your memory for other information. If you run out of time, then you will have answered the questions you knew.
Attempt every question	• Expect to experience memory blocks. Mark questions you don't know and go on. Return to these questions when time permits, even if only to guess. Remember, you may get partial credit. Use positive self-talk to get through periods of anxiety.

Online Testing

Find a quiet place	• Just like when you're studying, it's important to select a distraction-limited environment while you're testing online.
Know and use your tools	• Depending on your online testing platform, you may have access to a variety of tools. For example, maybe you have an online calculator in your math exam platform.
Don't leave the test page or click the back button	• This may result in the loss of your answers! Be careful where you click and how you scroll through the screen.
If you have technical issues, don't panic	• Anything from spotty Wi-Fi to the exam platform crashing can cause a disruption. If a technical issue happens, contact your instructor immediately.

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