



Steps to **SUCCESS**

Test Taking Strategies

The mission of the Student Success Center (SSC) is to support the college's learning environment and promote student success through graduation and beyond. Your future is our vision. We have a variety of student services and open computer labs to help you reach your goals.

Various locations are open throughout the campus, and SSC Specialists and/or peer tutors are available to support students in different disciplines, including:

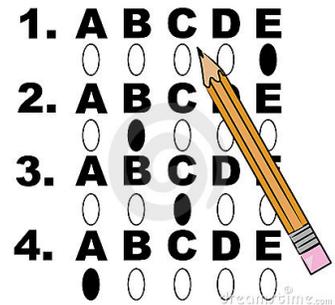
- Math
- Writing
- Reading
- Study skills
- Speech

Students are seen by appointment or on a first-come, first-served, walk-in basis, depending upon tutor availability.

Please call (618) 468-4SSC (4772) or visit www.lc.edu/ssc for locations and availability.

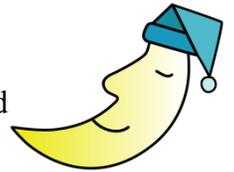
How to *Prepare* for a Test

1. Keep your knowledge up to date by reviewing your notes and old assignments. Develop good study habits by making this part of your daily study routine.
2. Review and correct your old exams or quizzes for future studying.
3. Attend class the day before the test. The teacher may give useful information regarding format or concepts that will specifically be on the test.
4. Complete any and all review sheets that the teacher may have given you.
5. Find a quiet place to study that is free from distractions so you are able to focus on the material you are studying.



What to Do the *Night and Morning Before* a Test

1. Cramming for a test the night before is NOT an effective study tactic. Studying for shorter periods of time more often in the week is the most effective study technique for an exam. See our handout about
2. Make sure you are well rested the night before your exam. Go to bed early, and try to schedule yourself eight hours of sleep.
3. Prepare your backpack, notebooks, and all other school supplies the night before. By doing this, you won't be shuffling around in the morning trying to gather your things which could make you anxious for your upcoming test.
4. Eat breakfast in the morning. You do not want to come to the exam hungry as this will distract your focus from your exam.
5. Show up at least five minutes early to your exam so that you have plenty of time to prepare in the last few minutes (i.e. getting pens/pencils out, silencing your phone, getting out paper, getting your calculator).



What to Do *During* the Test

1. Once the test has been handed out, write down any information you have in your mind that could be useful. For instance, if you made an acronym for a concept as a study tactic or need a specific formula to solve a problem, write it down to refer to later on in the test.
2. Read all of the instructions carefully before beginning.
3. Make sure you know what each question is asking. Also, look for key words in the questions. If you are unsure what the question is asking you, ask the teacher for clarification.
4. Begin with the easier questions and then move to the harder questions. If come across a question you are unsure of, skip it and move on. Make sure you make a note of what questions you have skipped. A good way to do this is to circle the question or write the question number at the top of your page. Make sure you remember to go back and answer the question.
5. Answer every question even if you do not know the answer. It is better to attempt to answer than leaving it blank.
6. If the exam is multiple-choice, read each possible answer fully and then choose the best answer. Use the process of elimination.
7. Avoid changing your answers after you've already provided an answer. Usually, our gut instinct is correct, and second-guessing yourself is a slippery-slope.
8. If you feel yourself getting tired or losing focus, chew a piece of gum. Gum can keep you awake and alert, though this strategy is best used towards the end of your test.
9. Before turning in your exam, take about five minutes to review your answers. For essay questions or short-answers, make sure all of your answers are clear.