

Test Preparation and Test Taking Skills

Self-Evaluation

4 = Always

3 = Almost Always

2 = Frequently

1 = Seldom

0 = Never

To what extent do you:

Always

Never

1. Attend all of your class meetings?	4	3	2	1	0
2. Keep up with reading assignments?	4	3	2	1	0
3. Review your course syllabuses and check for upcoming assignments each week.	4	3	2	1	0
4. Take notes, create outlines, and/or answer chapter questions as you read your class assignments?	4	3	2	1	0
5. Use or create summaries, flashcards, or other study tools?	4	3	2	1	0
6. Identify an appropriate study place and use it regularly?	4	3	2	1	0
7. Strive to understand and manage your stress?	4	3	2	1	0
8. Sleep at least eight hours every night?	4	3	2	1	0
9. Seek help from your professor, a tutor, or a classmate when you don't understand course materials or content?	4	3	2	1	0
10. Set aside time each week to complete homework or reading assignments for all of your classes, even if you don't have any tests that week?	4	3	2	1	0
11. Ask your professor about the topics that will be covered on an upcoming test?	4	3	2	1	0
12. Survey or skim over a test before you begin answering questions?	4	3	2	1	0
13. Read each test question carefully and avoid rushing through the test?	4	3	2	1	0
14. Monitor your time while taking a test to ensure you have time to finish?	4	3	2	1	0

Compute your score by adding the numerical values of your responses and comparing that value to the following scale:

43 – 56 = A. Excellent! You have mastered key learning skills that help you to successfully prepare for and to take tests.

29 – 42 = B. Good Work! You have developed many good skills. Keep it up!

15 – 28 = C. Average. You have developed important skills, but there is more that you can do.

0 – 14 = D. Below Average. You probably need to spend more time interacting with course material. Use the Test Preparation Workshop handout to identify strategies you can incorporate into your weekly study routine.