

Test-Taking Tips

(Level Two: Assessing or Changing Study Behaviors)

- **Summary:** It is quite common for students to work with a tutor immediately preceding an exam. As such, this training is designed to help tutors better prepare their students through the provision of some basic test-taking tips for various types of exam questions.
- **When Covered:** March
- **Amount of Time:** 60 minutes
- **Desired Outcomes:**
 - Learn basic strategies for exam preparation
 - View suggestions for answering different types of test questions
 - Better understand question word definitions so as to more accurately answer exam questions
 - Create an effective study guide based on information presented during training session
- **Materials Required:**
 - *Improve your Test-Taking Skills Today* worksheet – one copy per tutor
 - *Question Word Definitions* worksheet – one copy per tutor
 - *Test-Taking Tips Exercise: Create an Effective Study Guide* – one copy
 - *ASC Tutor Training Evaluation* – one copy per tutor
- **Citations:**
 - *Improve your Test-Taking Skills Today* worksheet . Adapted by Stephanie L.M. Braun, Academic Skills Center Manager, from materials prepared at Heartland Community College. 11/14/09
- **Presenter Preparation Required:**
 - Reserve a room through the Academic Skills Center secretary at least one month prior to presentation; ensure that this room has a computer, projector, and screen.
 - Gather materials and photocopy necessary documents.
 - Update the Angel website with these materials.
- **Activities:**
 - Divide students into groups and have each group create a 5-question study guide based on the information provided during the training. Each group will use the *Question Word Definitions* page to guide their questions and answers. Once completed, each group will select a representative from their team to share the study guide with the rest of the tutors.
- **Training Modes Used:**
 - Assessment with Small Group Exercises and Presentations
 - Face-to-Face Discussion
 - Handout
 - Workshop Instruction: Presentation Led by ASC Manager