

Taking short tests and long examinations involves more than simply a period of preparation and a short period of thinking and writing. Good students begin to prepare for periods of testing the first day they enter the classroom and continue their attack on the test after it is over and their marks are in. There may be periods when the activities of preparing for examinations are more intense than other periods and occasionally there may be times when you may be forced to hurry to make up for past failures to do your work.

However, don't wait for a difficult experience to realize that you could profit from the following suggestions.

Before the examination . . .

1. Begin at the beginning of the course and do your work daily. don't get behind. Get **ahead**, and stay there.
2. **Understand** what you do. It's difficult to learn and remember nonsense.
3. Review intelligently. Set aside a regular part of your study period for reviewing earlier material. You forget rapidly but relearn easily. Work logically. Review your notes and your returned papers. Do not skip over any part of your work, either putting it off or taking it for granted. If you really understand certain parts of your work, don't waste time on those parts. However, don't fool yourself into thinking that you understand something when you really do not. Be sure you can tell it to someone else so they understand it, or write it down so that it makes sense.
4. Test yourself before the teacher tests you. Don't wait to be surprised! Get ready for what's coming.

After you have done your work on your own, work with others. This isn't charity. It makes sense because the one who is teaching inevitably learns more than the student.

Look at the material from what you think might be the teacher's point of view. If you were teaching the class, what questions would you ask? Often students try to outguess the teacher and "spot" questions. This is a practice of long standing and it represents a valuable and practical technique. Don't rely on this to get you through tests or examinations, however. Guessing at what material might be left off an exam could leave you with significant gaps of knowledge. Make sure your study is comprehensive.

5. Come to the examination with a sharp mind which has not been dulled by too much last-minute studying. Be sure that you also bring to the examination all the materials you need so that you will be ready to work when you receive the paper.