

### Materials:

Test-Taking Skills Assessment on page 80 in this workbook (page 19 in the student workbook)

Test-Taking Tips on page 81 in this workbook (page 20 in the student workbook)

Tactics for Studying and Preparing for Tests on page 82 in this workbook (page 21 in the student workbook)

How Well are you Managing your Time worksheet on page 83 in this workbook (page 22 in the student workbook)

Study Tips on page 84 in this workbook (page 23 in the student workbook)

Study Plan on page 85 in this workbook (page 24 in the student workbook)

### Goal:

Students will learn tips on how to manager their time as well as take and prepare for tests. They will also develop a study plan and tactics on how to study and better prepare for tests.

### Time:

30 minutes

### Instructions:

#### Worksheet: Test-Taking Skills Assessment

1. Have the students take the assessment on their own. Inform the students that there are no right or wrong answers.
2. Once the students have completed the assessment, go over the results with them and what they mean.
3. Inform the students that their results will show them how strong their test-taking skills are.

#### Worksheet: Test-Taking Tips

4. Inform the students that they may not realize that doing well on a test requires more than just knowledge of the tested materials. Learning the subject materials is the most important step in preparing for a test, but knowing the material and knowing how to take an exam will help them do well on their test.

Test-taking skills include their attitude and how to approach taking a test.

Knowing these skills will help them receive higher test scores, and be a great help when they are taking important tests in middle school, high school, and college.

5. Review the test-taking tips with the class.
6. Now have them work on the study and test-taking tactics worksheet. Ask them to jot down strategies that they will use or that they have used that have helped them be successful when preparing and taking tests.
7. Have a few students share what they wrote with the class.

### **Worksheet: Managing your Time**

8. Have the student complete the managing and organizing their time worksheet in the student workbook
9. After they have completed this activity review the results with them and have them discuss the following questions:
  - What are some things that you do to manage your time well?
  - What are some things that you can do differently to better manage your time?

### **Worksheet: Study Tips**

10. Now review the study tips with the class. Inform them that these tips will help them study better and develop good study habits.

### **Homework:**

Have the students complete the “Study Plan Worksheet” in the student workbook at home on what they are going to do to better organize themselves and their time. Once they complete the plan, have them share it with their mom or dad and ask that their parents sign the Study Plan at the bottom of the worksheet, indicating that they will support them in carrying out their plan.

This is a test to assess your test-taking skills. Your results will show you how strong your skills are.

	Always 1	Sometimes 2	Never 3
1. I have headaches or nausea before or during a test.			
2. My heart beats faster and my body shakes before and during the test.			
3. I am not able to sleep before the exam.			
4. I have difficulty remembering the answers and concentrating.			
5. I have difficulty making a choice or deciding on an answer.			
6. I have a problem with thinking clearly or reasoning out the answer, and my thinking is slow.			
7. I make mistakes on easy questions, and put the answers on the wrong places.			
8. I don't think I have the knowledge I need to pass this test.			
9. I feel nervous about the test because I didn't study as much as I should have and feel that I need more time to prepare for the test.			
10. I did badly on my last test and I am worried that I may fail again.			
<b>Total</b>			
	Never 1	Sometimes 2	Always 3
11. As soon as I learn that we are going to have a test, I begin preparing for the test.			
12. I ask the teacher about the types of questions that will be on the test and I study accordingly.			
13. I feel that I spend enough time studying the materials that I will need to know in order to do well on the test.			
14. Before beginning the test, I read the directions first and ask my teacher if I have any questions.			
15. During the test, I answer all of the easy questions first and then come back to the ones that are more difficult.			
16. For the questions that I do not know the answer, I eliminate the options that I know are <u>not correct</u> and then make an educated guess on the ones that are remaining.			
17. If I have time left over, I review my answers to make sure that I didn't make any mistakes and that I answered as many correct as possible.			
<b>Total</b>			
<b>Grand Total</b>			

### Let's see how you did! If you scored

**35-51 points** **Great Job:** You are going into every test well prepared and feeling good. Keep up the good work! Take a look at the next page to learn other tips that you can use to do even better on your tests.

**18-34 points** **Okay:** You're doing alright, but can be doing a little more to better prepare yourself for a test so that you are not as nervous while taking a test. Take a look at the tips on the next page so that you can learn other ways to better prepare yourself for a test.

**1-17 points** **Need Improvement:** You may get very nervous when taking tests and may not be taking the time to prepare as much as you can in order to do well on tests. Study the tips on the next page carefully so that you can learn how you can better prepare yourself for a test.

# Supplemental Activity: Test-Taking Tips

You may not realize that doing well on a test requires more than just knowledge of the tested materials. Learning the subject matter is the most important step in preparing for a test, but you may know the material and still be unprepared, because you really don't know how to take an exam. Test-taking skills include your attitude and how to approach taking a test. Knowing these skills will help you receive higher test scores and be a great help when you are taking important tests in middle school, high school, and college.

**Below are some tips that will help you be better prepared for taking a test.**

## Before the test:

- When the teacher gives you a test, read the directions first and make sure that you understand and follow them. If you have questions, ask your teacher.
- Use your study skills to better learn the material that will be covered on the test.
- Be positive when you study. Think about you doing well and that you will not fail.
- Think of the test as a chance to show how much you have learned.
- Ask your teacher about the types of questions that will be on the test and study accordingly. The most common types of questions are: multiple choice, true-false, short answer, fill-in-the blank, matching, and essay questions.
- Make sure you have a good night's sleep the night before the test and eat a good breakfast on the day of the test.

## During the test:

- Stay relaxed during the test. Taking slow, deep breaths can help. Focus on positive self-statements such as "I can do this."
- Don't panic even if you find the test difficult. Stay with your plan!
- During the test answer easy questions first and then come back to the ones you need more time to think about.
- When you do not know an answer on a multiple-choice test, eliminate the options that you know cannot be correct and take an educated guess on the remaining options.
- Don't worry about other students finishing the test before you do. Take the time you need to do your best.

## After the test:

- If you have time remaining after you've finished the test, go over your answers to make sure you didn't make any mistakes. If you skipped questions, spend the remaining time trying to figure out the answers to those questions.
- Once you hand in the test, forget about it for the moment. There is nothing more you can do until the graded test is returned to you. Turn your attention and effort to new assignments and tests.
- When the graded test is returned to you, examine it to see how you could have done better. Learn from your mistakes and from what you did well. Apply this knowledge when you take the next test.
- You have to know the material to do well on a test. You have to control your test anxiety to show what you know.



# How well are you managing your time?

## Worksheet

Now, we are going to see how well you manage your time. Please answer the following questions:

**Yes = 3**

**Sometimes = 2**

**No = 1**

1. I have a place to study \_\_\_\_\_
2. I have regular time for studying each day \_\_\_\_\_
3. I write my homework assignments and tests in my planning organizer or monthly calendar \_\_\_\_\_
4. My study place contains all of the materials I need in order to study or to do my homework \_\_\_\_\_
5. I start working on my essays/research papers, planning and researching, as soon as they are assigned rather than waiting until the last minute \_\_\_\_\_
6. I bring my textbooks and homework materials home to be able to successfully complete my homework \_\_\_\_\_
7. I have a binder with dividers so that I can organize the materials for each of my classes. \_\_\_\_\_

**Next, total your score:**

( \_\_\_\_\_ Yes x 3) = \_\_\_\_\_

( \_\_\_\_\_ Sometimes x 2) = \_\_\_\_\_

( \_\_\_\_\_ No x 1) = \_\_\_\_\_

**Total Points** \_\_\_\_\_

### Let's see how you did!

#### If you scored

**15-21** Great: You have awesome study skills. Keep up the good work. Review the tips on the next page so you can learn other tips.

**8-14** Okay: You have some good habits, but you can use a little improvement. Keep hitting those books, and pay attention to the study tips on the next page.

**7** Need Improvement: You can use some help with your study habits. Use some of the tips on the next page to get you on the path to success.

# Supplemental Activity: Study Tips

Here are some study tips to help you study better and develop good study habits. Check off the tips you are already using.

## When & where to study

- A good study place:** One of the most important tips for effective studying is to have a productive place to study. Your study space should be available whenever you need it, free from interruptions and distractions and large enough to lay out your book, notebook and other study materials. Make sure your study space also has a comfortable chair, enough light to see well and is a comfortable temperature.
- Best time of day to study:** Pay attention to when you are the most alert. Do you learn better in the afternoon, evening or night? Decide if you do better studying directly after school or later at night and then make that your regular study time.
- Stick to a routine:** Make a study schedule for yourself. For example, "Monday-Thursday I will study from 7:00 p.m.-10:00 p.m. and on Sunday's I will study from 7:00 p.m.-9:00 p.m. because I concentrate better at night when my little brothers are asleep."

## How to get organized

- Organize your school notes, work and assignments using a binder.** Have a divider for each class that you have. You should also have a notebook for each of your classes that you should use to take your notes.
- Write your tests, homework assignments in a daily planner or calendar.** Write when your homework assignments are due as well as when you'll have tests. This will help you keep track of when your homework is due so that you turn it in on time. It will also help you remember when your tests are so that you plan your study time accordingly rather than studying at the last minute.

## Tips of effective studying

- Take breaks from studying:** You do not have to study for three hours straight, give yourself a 3-7 minute break every hour. This will help you refocus if your mind starts wondering.
- Vary your study activity:** During your study time try alternating learning strategies so that you stay focused. For example, if you are reading silently, try reading out loud and taking notes.
- Put the information in YOUR words:** Test your understanding by explaining the subject to one of your friends using your own words.
- Store information in different ways:** Information is stored in the brain through sight, sound, and touch. When you study, store information with as many senses as possible. Don't just read about it. Say it out loud. Hear it. Write it down. Draw it. Act it out. When you need the information (during the test, for example) you can retrieve it in many ways.
- Learn by teaching:** You can learn a lot by explaining the material to someone else. Chances are that's why students who study in pairs or groups get better test grades. Ask your friends to test you and explain what you don't understand.
- Look for solutions:** If you tried studying on your own and with a friend and you still do not understand the material you are learning, try something else; ask your teacher for help, look for a tutor, start a study group. The point is to look for a solution, don't just give up!
- Reward yourself!** Give yourself a reward when you have successfully completed a task or have done well on a test such as calling a friend, eating a treat, talking a walk, etc.

# Supplemental Activity: Study Plan Worksheet

**Student's Name:** \_\_\_\_\_

**Directions:** Complete the study plan worksheet below indicating what you are going to do to better organize yourself and your time. Once you have completed the plan, share it with your mom or dad and have them sign at the bottom of the worksheet indicating that they will support you in carrying out your plan.

**My study place at home will be:** \_\_\_\_\_

**If I don't have my study place set up, I will have it set up by (indicate date):**  
\_\_\_\_\_

**The best time of day for me to study is:** \_\_\_\_\_

**My study routine will be:**

On Monday I will study from \_\_\_\_\_ to \_\_\_\_\_

On Tuesday I will study from \_\_\_\_\_ to \_\_\_\_\_

On Wednesday I will study from \_\_\_\_\_ to \_\_\_\_\_

On Thursday I will study from \_\_\_\_\_ to \_\_\_\_\_

On Friday I will study from \_\_\_\_\_ to \_\_\_\_\_

**I will begin implementing my study routine on:** \_\_\_\_\_

**I will vary my study activity by:** \_\_\_\_\_

**I will try to remember information by doing the following:**  
\_\_\_\_\_

**I will learn by teaching my study material to:**  
\_\_\_\_\_

**If I don't understand a problem, I will ask \_\_\_\_\_ for help.**

**When I finish, I will reward myself by:** \_\_\_\_\_

**If I don't have all of the school supplies I need to be successful in school (i.e. backpack, binder, daily organizer or calendar) I will purchase them on:**  
\_\_\_\_\_

*My son/daughter has reviewed his/her study plan with me. I will support him/her in carrying out his/her plan so that he/she is successful in school.*

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_