

# STUDENT SUCCESS STUDY TIPS

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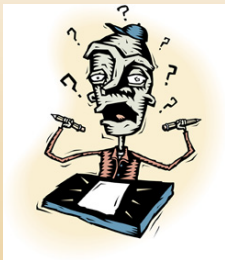
## TEST ANXIETY



### TEST ANXIETY & HOW TO CONQUER IT

#### TEST ANXIETY SYMPTOMS

- Sweating
- “Butterflies in stomach”
- Shakiness
- Rapid heartbeat
- Headache
- Stomachache
- Nausea
- Dizziness



The greatest weapon against stress is our ability to choose one thought over another.

**William James**

Have you ever felt sick or anxious before or after an exam? Have you ever gone blank during an exam even though you are sure you know the subject? These are very real symptoms of test anxiety. Let's take a look at what test anxiety is and then discuss various techniques on how it can be conquered.

According to Education.com, test anxiety is defined as “distress or uneasiness over test taking, often affecting test performance.”

Now everyone is usually a little anxious before a big test. Being a little anxious and nervous is not only normal, but also beneficial and can increase your concentration and recall rate. However, when anxiety begins to interfere with your test taking abilities and causes you to feel overwhelmed or unable to complete a test or recall information in a timely manner, then perhaps it's time to address your symptoms.

Try some of these techniques the next you feel anxious before a test.

Practice controlled breathing. Take slow deep breaths in and hold for a second or two and exhale slowly. Do this a few times focusing strictly on your breathing in and out.

Exercise! Exercising is a great way to reduce stress. Try yoga or tai chi, take a walk, or do whatever activity you find to be relaxing.

Listen to soothing music. Close your eyes and listen to some relaxing music or sounds.

# ONLINE TEST TAKING TIPS

GO FROM THIS

TO THIS



## Go through the System Check.

The link is located on the Blackboard Login Page before you login.

## Avoid using a wireless or satellite Internet connection for a test.

A weak signal or a brief interruption in the signal during the exam will make it impossible to submit it properly.

**Start ASAP.** If you have a time frame given by your instructor, begin as soon as possible. If you have a technical problem, you are more likely to have time to find a solution. **Waiting until the final hour of the final day of the appointed time may be your ticket to serious problems.**

## To avoid an unexpected lock out, you can log out of Blackboard and log in again just prior to starting your exam.

When you log in, Blackboard starts your session and tracks your time. After about three hours of non-navigation (not clicking to go to a different page) Blackboard will close your session. Answering questions without clicking a Save button **does not** count as active use in Bb.

## If your computer has been on for several hours, shut down and restart it.

## Read the instructions carefully.

## Set the browser window to the size you want before clicking to start the exam.

Most browsers refresh the page when you resize the screen. This means it will reload the page and stop you from taking the exam.

## To enter the exam, click the link once.

Sometimes it takes a while to load the exam. If you click twice, you will get a message saying you already took the exam and will not be able to begin. Wait for the page to load completely before starting the exam.



## Do not open other browser windows or other computer applications.

Have only your Internet browser with Blackboard open on your computer. We recommend using Safari or Internet Explorer.

If an item in the test includes a link to open in a new window, review the material and close the new window before continuing.

## To avoid a loss of your answers, use only the navigation buttons and links in Blackboard.

## Do not use the browser navigation buttons or links.

## Do not click outside the test area.

**During an All-at-Once Test**, click the Save button during the test after every 10–15 questions and again before submitting.

**In a Timed Test**, if you save and resume the test later, the timer will continue to count. The timer begins when you start the test and continues until you click the Submit button, even if you leave Blackboard.

**In a Force Completion Test** you must complete the test on the first attempt. You cannot save and resume the test later.

**Click the Submit button only once;** it may take a few moments to receive confirmation of a successful submission.

**OOPS! If you lose power, your browser quits, you lose Internet connectivity, or have any other technical issue**, contact your instructor immediately and explain in detail what happened. **The instructor will decide how to handle your issues.**

## ESSAY QUESTION STRATEGIES

When answering essay questions, be sure to thoroughly read and understand the questions and what you are being asked to respond to. Watch for key words like the following:

Analyze	Explain
Define	Compare
Describe	Contrast
Relate	Prove

Develop a brief outline on what you need to cover in your answer.

Use your time wisely. Stay focused and don't stray from your outline. Be sure to answer what is being asked. You don't need to answer everything you know.

Write legibly. Use proper grammar and check spelling, etc. Making simple grammar and spelling errors can often result in points missed.



“Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.”

Thomas Alva Edison

# TIPS FOR TAKING MATH EXAMS

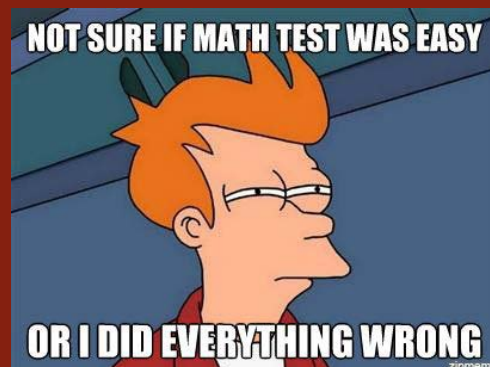
Practice, practice, practice. Did I mention that you should practice? Repetition is key in assisting with learning math. Use the chapter tests at the end of your textbook. Pull a variety of problems from your textbook and make flashcards. You may think using flashcards for math seems silly, but it's a great way to learn to solve different problems in different orders. You can do this by mixing up the flashcards each time you practice so you are able to learn the methods used to solve each problem in a totally random order. This helps with recall on the test since most tests usually mix-up the skills learned to get a good assessment of what you have learned and can recall.

When you start an exam that requires the memorization of various formulas, try writing them in the margins of the test as soon as the test starts so you will be able to quickly refer to them.

Scan through the entire test first. Begin by solving the easiest problems first. This helps you maintain a positive 'can-do' frame of mind and can often help build on skills to do the more difficult problems later in the test.

Monitor the time. If there is a time limit on the test try to make sure you don't spend too much time on any one problem. If one problem is costing you too much time, move on and then make sure you come back to it later.

Use the whole testing session. Don't try to rush yourself and leave. And don't panic when others are finishing before you. You are given a specific timeframe for a reason. USE IT. Rushing to finish quickly will only hurt you in the long run. When you are finished with your test do a double check. Rework problems if you have time. Check yourself for careless mistakes like forgetting a decimal, making simple addition errors or sign reversals, etc.



## MULTIPLE CHOICE QUESTIONS – TIPS FOR TEST TAKING

- Read the question and try to answer it before you look at the choices.
- Immediately cross off any choices that you know are wrong.
- Be sure to read ALL the choices.
- If you cannot easily figure out the answer, move on to the next questions and then come back to it. Sometimes other questions can help you figure out what you needed.
- Look at the subject and verb in both the question and choices. They should agree with each other.
- Often the longest answer tends to be correct.
- A positive statement is more likely to be correct than a negative one.
- In all of the above and none of the above questions, if you are certain that 2 questions are correct or incorrect then the answer will be all of the above or none of the above.

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search ID: cwln3152

"We prefer to call this test 'multiple choice,' not 'multiple guess.'"