



MID-YEAR EXAMS: STUDY TIPS AND STRATEGIES

Chelmsford High School Guidance Department

TIME MANAGEMENT

- Start Now! Get organized and start reviewing your test material early, at least a week before your test
- Don't procrastinate – make a study schedule or calendar to plan your study time for each subject
- Shorter study sessions over several days are better than fewer but longer study sessions



STUDY TIPS

- Prioritize material in order of most to least important and focus on the most important topics
- Make flashcards for vocabulary
- Use graphic organizers or webs to help organize the information
- Study with a partner, study group or even form a chat room with your classmates
- Review old tests, quizzes, homework, study guides, and notes
- When using a study guide, cross off what you know so you can focus on the other topics
- Use Mnemonics: rhymes, acronyms, etc



OTHER TIPS

- Newer textbooks have websites: log on for reviews, games, or multiple choice practice tests
- Re-read textbook chapters – skim through and take additional notes
- For math and science, review problems and re-do with different numbers
- Take-home exams are just as important! Take them seriously



YOUR TEACHERS ARE A GREAT RESOURCE!

- See your teachers for extra-help as needed
- Be sure you know what chapters/sections will be covered on the exam
- Ask about the format for the test:
 - Multiple Choice
 - Short Answer
 - True/False
 - Essay



FINAL THOUGHTS

- Study in a place that is quiet and well lit
- Turn off your cell phone, TV, and Facebook
- Don't study near your computer unless it is truly necessary for your work
- Get plenty of sleep
- Eat a healthy breakfast
- Take a deep breath and relax! You can do this!



STRATEGIES FOR SPECIFIC KINDS OF TESTS

○ **Short Answer Tests:**

- Budget your time by estimating how long you have to answer each question. Spend more time on the questions that are worth the most.
- Do the easiest questions first. Don't spend too long on one question.
- Look for clues in the question. Words like *define*, *describe*, or *explain* can help you understand what your teacher is looking for.
- Answer all the questions. Write down what you know, even if you don't have the complete answer.
- Use the full time allowed on the test.



STRATEGIES FOR SPECIFIC KINDS OF TESTS

○ **Matching Tests:**

- Read all of the items in both columns before making a match
- Begin by making the matches you are sure of
- Cross out items in both columns as you make your matches
- Make your best guess for the remaining items



STRATEGIES FOR SPECIFIC KINDS OF TESTS

○ True/False Tests:

- Choose True unless you are sure that a statement is False.
- For a statement to be True, everything about the statement must be True
- Words such as *usually*, *often* and *many* are often True
- A negative can completely change the meaning of a statement. Be careful when a statement has a negative such as *not*, *do not*, *un*, or *in*.
- Word such as *always*, *never*, and *none* are usually False
- If a statement has two negatives, cross out both negatives. This will make it easier for you to understand the statement.
- Ex.: “You will not get good grades if you do not study.”
“You will get good grades if you study.”



STRATEGIES FOR SPECIFIC KINDS OF TESTS

○ **Multiple Choice:**

- Read the question or statement carefully and underline key words such as: *not, all, some, except, always, never, sometimes, and often*. These words will give you clues to the correct answer.
- Think as you read as multiple-choice questions can be tricky. Be sure you understand what is being asked.
- Solve in the order given, but don't get hung up on hard questions. If need be, move on and come back to the hard ones. Answer all the questions.
- Cross-out the answers you know to be wrong.
- For difficult questions, narrow down the choices and then make an educated guess.
- Only change an answer if you are SURE it is incorrect.



STRATEGIES FOR SPECIFIC KINDS OF TESTS

○ **Essay Questions:**

- Read all the questions first, underlining key words like *summarize*, *evaluate*, and *compare/contrast*.
- Make sure you understand what the question is asking you. If you're not sure, ask your teacher.
- Organize your ideas. Brainstorm and do an outline before you begin writing.
- Make sure you write down everything that is asked of you and more. The more details and facts that you include, the higher your grade will be.
- Budget your time; don't spend the entire test period on one essay or short answer.
- Don't write long introductions or conclusions. Most of your time should be spent on answering the questions asked.
- Be sure to proofread at the end. Add more details, illustrations, or examples. Check for misspellings, punctuation errors, or wrong ideas, being sure to correct any errors.

SOURCES

- www.studygs.net
- Healthy You: www.healthyalberta.com/HealthyPlaces/735.htm
- Reading Quest: www.readingquest.org/strat/kwl.html
- NAIT: An Institute of Technology: www.nait.ca/37801.htm
- Center for Learning & Teaching, Cornell University:
lsc.sas.cornell.edu/Sidebars/Study_Skills_Resources/exam.pdf
- www.ucc.vt.edu/stdysk/sq3r.html
- www.ucc.vt.edu/stdysk/concentr.html
- <http://www.sdc.uwo.ca/learning/memory.html>
- Prepare to Learn, Sioux Central Educators, Sioux Rapids, Iowa
- Midyear Exam Study Tips and Tricks, Bedford High School, Bedford, MA
- Studying for Midterms, Westford Academy, Westford, MA

