

STUDENT STUDY SKILLS
SEMESTER EXAMS
2007-08

Test Anxiety Causes and Cures:

1. You are unfamiliar to the test.
CURE: Learn every thing you can about the test.
2. You feel you haven't mastered the subject being tested.
CURE: Make an organized schedule and stick to it.
3. You have negative thoughts and actions.
CURE: Counter them with positive thoughts and actions.
4. Your body shows signs of stress and anxiety.
CURE: Take care of your body, and your mind will benefit.
5. Tension reinforces itself and builds up.
CURE: Practice tension-release exercises.
6. You allow the test environment to get on your nerves.
CURE: Tune out distractions.
7. Your mind goes blank or it wanders.
CURE: Stay focused.

Preparing to Study:

1. Find a good studying place available to you whenever you need it.
2. Have uninterrupted study time. A DO NOT DISTURB sign on the door can help and don't forget to take the phone off the hook.
3. You will study best in a quiet environment. If you find that music improves your mood, keep the volume down (classical music--60 beats per minute, especially Mozart is great to improve concentration, research shows it!)
4. Check that your study place has all the materials you need (pens, pencils, calculator, etc.).
5. Use a comfortable chair, nice temperature and enough light can make it helpful.
6. Study for periods of an hour or 45 minutes with breaks of 10 minutes between each hour, no more.
7. Try to study as early as possible each day and try to study a different part every day.
8. Start with the subjects and units you have more difficulty with, leave the easiest parts for last.

During Semester Exams:

1. Read the instructions very carefully.
2. Ask your teacher to explain anything about the instruction you don't understand.
3. Examine the entire test to see how much you have to do.
4. Once you have examined the entire test, decide how much time you will spend on each item.

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5. If there are different points for items, plan to spend the most time on the items that count for the most points.
6. Answer the items you find easiest first.
7. If you get stuck on a difficult item that comes up early in the test, skip it and come back to it later, you may not get to answer items that test things you know.
8. If you have planned your time correctly, you will have time to review your answers and make them as complete and accurate as possible.
9. Prepare to study correctly and know the material so you feel secure and self-confident.
10. **POSITIVE ATTITUDE:** Think positive, repeat to yourself you are going to do well, "I can do it" "It's an opportunity to show what I know".
11. Go into the test well rested and well fed, (no sugar or flour food like tacos, etc.) They make you not capable of concentrating or they can make you sleepy.
12. Stay relaxed before and during the test, taking slow, deep breaths can help, also making stretch exercises before the test.
13. Don't worry about other students finishing the test before you do. Take the time that you need to do your best.
14. Once you finish the test, forget about it temporarily. There is nothing more you can do until the graded test is returned to you. Turn your attention and effort to new upcoming tests.

Ten Keys for Success:

1. Check that you have all the pages necessary and write your name on each page to be handed in.
2. Focus on what needs to be done and do not be distracted by others around you, inside or outside the gymnasium.
3. Read all the questions. Look for the marking scheme and total time. Underline key words.
4. Budget your time according to the mark value of each question.
5. Read each question twice, noting key words and instructions.
6. Answer questions you are sure about first.
7. Write answers clearly and neatly.
8. Jot down in rough any ideas for answers.
9. Proofread your work and check for missed questions, incomplete and incorrect answers. Make revisions and hand in all your work.
10. **THINK BEFORE YOU WRITE!!**