



TEST TAKING TIPS

Reducing Test Anxiety

A little anxiety about a test is a good thing. It's energizing and makes us focus. But having a lot of anxiety can be paralyzing. The graph below indicates the very predictable relationship between level of anxiety and recall of information on a test.



The graph illustrates that having very little or no anxiety usually results in very poor test performance, probably because we are indifferent and careless. As nervousness about the test increases, performance also improves--up to a point. But having more anxiety than a moderate amount negatively affects test performance. That is, as anxiety continues to go up, performance declines.

How can we keep enough anxiety to give us energy, but not so much that we can't focus?

PLAN ▶ ▶ ▶

- ▶ Plan what you will need to study.
- ▶ Plan when you will study.
- ▶ Plan to study the material over several days.

STUDY ▶ ▶ ▶

- ▶ Study in a well lit area at the same time each day.
- ▶ Study in an area free from distraction.
- ▶ Study extra sources if possible to enhance your understanding

DON'T ▶ ▶ ▶

- ▶ Don't over- study. Take a break from studying, watch a movie, take a walk, etc.
- ▶ Don't study up to the last minute. You will stress yourself and confuse yourself if you try to cram a lot of information into a small amount of time.
- ▶ Don't wait until the day before the test to ask for help from your instructor or tutor. If you are confused about a concept, ask for help right away.
- ▶ Don't rush through the test. You may skip a step or skip a question.



DO ▶ ▶ ▶

- ▶ Notify the Admission Office if you need special assistance because of a handicap.
- ▶ Get a good night's sleep before the test.
- ▶ On the day of the test, eat a good breakfast.
- ▶ Do not bring children to the testing session.
- ▶ Bring glasses if you wear them.
- ▶ Since the test is timed, please plan to arrive at least 15 minutes early.
- ▶ Read directions to each section carefully.
- ▶ If necessary, rephrase the question in your own words.
- ▶ Answer the easiest question first. Place a light mark next to the hard questions and return to them after you have answered the easier questions.
- ▶ Proofread your test by rereading the directions and making sure you have answered all of the required items.
- ▶ Use all the time you have. You do not get extra points for finishing early.
- ▶ Be confident and relax. You know much more than you think you know.
- ▶ You must bring a photo I.D. in order to test. No one will be admitted to the testing lab without the above identification, such as a driver's license, military I.D. card or any state I.D.



Albany Technical College

229.430.3500

www.albanytech.edu