

Test/Exam Taking

Objective: By the end of this lesson, learners will be able to identify techniques and skills needed to do test and exams successfully.

Task1: What are the purposes of tests and exams?

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Task2: What useful techniques do you use while taking a test/ exam? Share your experience.

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General tips

- ✓ Read all instructions carefully and mark important/key phrases.
- ✓ Budget your time and use it wisely.
- ✓ Do what you know first & come back to the questions you are unsure of later.
- ✓ Do questions that are worth more points first.
- ✓ Be clear in your answers and in your handwriting.
- ✓ Support your answers with good arguments, evidence and facts.
- ✓ *Trust yourself!* Do not change the answer to a question unless you find the correct answer in the test or you remembered a key piece of information.

Answering different types of test/ exam instructions

1- MCQs

- ✓ Try to provide your own answer without looking at the choices. If your answer matches one of the choices, it is most probably the right one.
- ✓ When your answer does not match one of the answers, narrow down your choices. Eliminate wrong, silly or synonymous choices. Avoid the ones that contain absolute words (never, always, no, every, worst, best ...)
- ✓ In questions where a choice is '*all of the above*', this tends to be a correct answer, especially if two of the other choices are correct.
- ✓ If two choices are exact opposites, one of them is probably correct.
- ✓ If one choice is much longer than the rest, and it seems likely to be right, go with it; longer answers tend to be right more often than shorter ones.

2- Short answer questions

- ✓ Use concise answers with appropriate textual evidence. Concise means expressing or covering much in few words; brief in form but comprehensive in scope.
- ✓ Explain and elaborate. Do not just say something is true, prove it. Show how the evidence supports the answer; supply reasons your answer is correct.

3- Essay instructions

- ✓ Analyze the task.
- ✓ Brainstorm ideas.
- ✓ Create an outline of your response before starting to write.

- ✓ Write a draft for your answer. Do not spend much time worrying about errors in the first draft. You can correct them on the draft later.
- ✓ Strive for a focused essay, tightly organized, and supported with facts.
- ✓ Write your answers as quickly and as legibly as you can; do not take the time to recopy.
- ✓ Proofread your answer and correct errors in spelling and mechanics.

4- Reading activities

- ✓ Read and understand the questions first.
- ✓ Skim the passage given to you and look for main ideas, understand the layout of the text, highlight keywords and salient points, and try to make sense of what the passage is about. This will help you to identify sections where to find information to answer the questions.
- ✓ Usually, questions refer to information in the text in chronological order.
- ✓ Leave difficult questions and come back to the end if you have time.
- ✓ Don't worry about difficult vocabulary unless it is a key term. Use the context to help you understand its meaning.

Dealing with Test/exam Anxiety

Anxiety about a test is a normal side effect of tests and exams. Good preparation is the best solution for test anxiety is, but if you are still anxious during the test/ exam, these tips might help:

- ✓ Arrive early to get comfortable in the environment and feel more relaxed.
- ✓ Mind your posture; sitting up straight can trick your mind into being more confident.
- ✓ Take deep breaths in through your nose and out through your mouth.
- ✓ Think positively and practice positive self-talk

Task3: Distractions

a-There are certain distractions that may disrupt the process of test/exam taking. How can you deal with each of them?

1-Noise in the exam hall.

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2-Problems from outside the exam hall that you keep thinking about.

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3-Exam is too long, too boring or too difficult

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b- Can you think of other distractions? What are they? What do you propose to deal with them?

Task4: Reflect on the lesson and on class discussion, which technique ...

- a- have you already used?
- b- do you find surprising?
- c- do you find difficult to use?
- d- would you like to try?

Task5 : Sum up the lesson. What does a student need to succeed in tests/ exams?

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