 Begin at least several days before the test. Cramming the night before a test is ineffective and does not result in authentic learning.

 Select the most important material. Concentrate on it rather than on less important or incidental information.

 Listen for suggestions or hints given by the professor just prior to the test.

 Predict possible questions. Think of how questions could be asked on specific material. Look at questions on previous tests for examples.

 Organize the material into logical divisions. Understand relationships between parts.

 Review what question words mean. Be sure you know what your professor expects when certain question words or key words are used.

 During the test, read all directions and questions carefully and repeatedly until you understand exactly what each question requires you to do.

 Know the general implications of key or qualifying words in both objective and essay questions. Do not, under any circumstances, make an exception for what the qualifying word asks for.

 On objective tests, give the precise answer; on essay tests, give the complete answer. Remember that quantity without quality does not result in a good grade.

 Observe all rules of neatness, mechanics, and clarity. A paper that is easy to read and that contains few errors can work in your favor.

 Check your paper carefully before you turn it in. Unless you are absolutely certain that you have made a mistake, do not change your answers. For many students, the first impression tends to be more reliable.

 Improve your future test grades by carefully analyzing returned tests. Note your errors or omissions to avoid repeating them on future tests.