

Test-Taking Checklist



Doing well on tests takes more than just knowing the material—it's also about how you prepare, how you manage your stress, and how you approach the exam itself.

Use the checklist below to recognize what you're already doing well and explore new strategies that can help you feel more confident and perform your best.

Managing Anxiety

- ☐ I use positive affirmations
- ☐ I attend to my breathing or use specific breathing techniques
- ☐ I use meditation
- ☐ I use these other methods to manage my anxiety:

Test-Taking Checklist



Before the Test

- | | |
|---|---|
| <input type="checkbox"/> I find out the type of test. | <input type="checkbox"/> I designate a study area and time. |
| <input type="checkbox"/> I take notes. | <input type="checkbox"/> I prepare myself physically. |
| <input type="checkbox"/> I attend class regularly. I'm on time and don't leave early. | <input type="checkbox"/> I predict possible test questions. |
| <input type="checkbox"/> I sit in the "Terrific T" of the classroom (seats across front and down middle). | <input type="checkbox"/> I review my notes just before going to bed and soon after I wake up. |
| <input type="checkbox"/> I ask questions in class. | <input type="checkbox"/> I contact classmates for assistance. |
| <input type="checkbox"/> I take the following additional steps BEFORE an exam to prepare effectively: | <input type="checkbox"/> I complete all assignments on time. |

Test-Taking Checklist



During the Test

- | | |
|--|--|
| <input type="checkbox"/> I arrive a few minutes early. | <input type="checkbox"/> I answer every question. |
| <input type="checkbox"/> I sit in the "Terrific T" of the classroom (seats across front and down middle). | <input type="checkbox"/> I pick up hints for answers throughout the test. |
| <input type="checkbox"/> I think positively and tell myself that I can do well. | <input type="checkbox"/> I read carefully. |
| <input type="checkbox"/> I preview the test before I start. | <input type="checkbox"/> I ask for clarification on poorly worded questions. |
| <input type="checkbox"/> I plan my time. | <input type="checkbox"/> I go through the test three times. |
| <input type="checkbox"/> I take the following additional steps DURING an exam to be an effective test taker: | |

Test-Taking Checklist



After the Test

- | | |
|--|---|
| <input type="checkbox"/> I look up material from the test that I was unsure about. | <input type="checkbox"/> I decide what I can do differently to prepare better for the next test. |
| <input type="checkbox"/> I ask to see a copy of the test, and find out which questions I missed and why I missed them. | <input type="checkbox"/> I positively reinforce myself for the questions I answered correctly. |
| <input type="checkbox"/> I take the following additional steps AFTER an exam to use it to continue learning and to strengthen my test taking skills: | <input type="checkbox"/> If I did poorly I ask if I can retake the test. (This may be an option in some instances.) |

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.