
Suggestions on how students can do well on tests and in courses:

1. **GO TO CLASS!** Be awake & alert, ready & wanting to learn as an active learner. Have a positive attitude and be ready to be challenged to think critically. Sit close to the front so you can maintain eye contact and eliminate distractions. Don't sit next to a "friend" who is going to distract your attention. Don't attempt a course that is above your skills placement as in math and English.
2. **Actively read your textbook assignments.** Keep up with your assigned readings (including outside, supplementary or extra-credit work) so you're ahead –or at least on schedule – in preparation for class lectures & discussions. In texts, make notes in the margins and underline key words and phrases. "Use up" your textbook – don't try to preserve it for resale.
3. **Ask good discussion questions** in class as preparation for potential test questions. Ask questions to clarify any information you don't understand. When available, use instructor study guides and textbook (publisher) study guides to help you understand instruction. Ask intelligent questions to clarify any test questions not clear to you.
 4. **Interact with the professor.** Get to know him/her. Ask about the types of test questions you'll be expected to know. Clarify any vague concepts, ideas or details. Ask the instructor about purposes and goals in learning course material as related to your major or anticipated career.
 5. **TAKE NOTES FROM CLASS LECTURES AND TEXTBOOK READINGS.** Outline your notes. Discipline yourself to take notes and review them often. For class discussion or possible test items, ask questions from your notes. Keep a dictionary accessible at all times. Supplement lectures with text readings. Put notes in your own words and recite them to yourself or others.
6. **STUDY AND REVIEW LECTURES AND NOTES** consistently on a regular daily basis for at least 10-15 minutes. Memorize the important material, but also see the relationship of parts to the whole. Don't procrastinate and try to cram for a test the night before. Start studying at least one to two weeks before a test. Spend quality time studying rather than quantity time. Try to study one to two hours per week for every semester hour you are taking.
7. **Study with a partner or in a study group**, if possible; talk about possible test questions. Exchange notes to fill in missing details. Make sure you study with a good student –not someone who will distract you. Arrange to study together about two hours per week.
8. **Write essay test questions in the proper form.** This includes: an introduction, thesis statement, body or supporting details, facts, examples and a conclusion. Make the first sentence of your essay a good topic sentence. Conceptualize; show relationships and how events & ideas fit together as a whole unit. Be concise and don't add padded "stuff". Learn themes and major sections. If possible, take a practice test in the actual test room setting.
9. **Use good test-taking techniques.** Read the directions and instructions carefully and follow them! Budget your time on tests so you don't leave blanks. Don't panic! Sometimes you will remember information later during the test. Answer the items first that you know best. Study so you know what things are alike and different. (comparison/contrast). Go over your test when it's returned. Use it as a study guide for the final. Learn from your mistakes so you don't repeat them.
10. **Get enough sleep.** Don't allow "stuff" to keep you from getting the sleep you need to study and do well on tests. Don't stay up cramming, but rather review often instead. Eat properly and don't take drugs to keep you awake; they distract you instead of helping you. Keep fit physically and spiritually.

