Time Management During Tests

It is important to manage your time efficiently during tests. This skill is vital to your academic success. The tips below will help you in being prepared.

Before the Test

- Know what specific topics/chapters will be covered.
- Be aware of the amount of time you will have to take the test.
- Know the number of questions that will be on the test.
- Know what type of questions that will be on the test.
- Arrive early with all appropriate supplies.

During the Test

- Preview the entire test before you begin to:
  - Determine how much time to allot for each section of the test
  - Get a general idea of the questions
  - Ask the professor any questions you may have
  - Make sure you have all pages of the test
- Go through the test and answer all the questions that you know how to answer right away. These are automatic points for you, so it’d be a waste if you never make it to them because you were stuck on a harder question.
- Now go back through and answer the questions you didn’t know immediately.
- Keep an eye on how much time you have left.
- If you have extra time afterwards, make sure you go back through and review your answers.
- If you do start to run out of time, make sure you at least answer every question. You may not have time to think about which answer is best, but any answer is better than no answer!

Essay Tests

- If you are given potential essay questions before the test, draft an outline of your responses for questions.
- If you run out of time during an essay test, provide an outline or list of points that you planned to cover in the answer.