

*If tests stress you out,
you are not alone.
Don't let tests beat you.
Find out how to
BEAT Test Stress
and reach your goals!*

YOUR PROGRAM is here to help!

Your Program Name

Your Program Contact Information

Description of your program or other information. Up to 200 words.

BEATING



Test Stress!

YOUR LOGO HERE

Produced for YOUR Program
by Cynthia M. Campbell EdD
Gold Apple Services LLC

BEATING Test Stress!

Dear Student:

Your adult education program is giving you this booklet to help you prepare for the GED® and/or post-secondary placement test(s).

Please know that at **YOUR PROGRAM**, we believe in you and want you to succeed. The tips in this book will help you handle tests better, even if tests give you stress.

If you have more questions or want more help, please contact the **YOUR PROGRAM** at **443- 555-9876**.



Equipping for Excellence!

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Final Tips

- ♦ Keep some TRUTHS written down nearby to fight the negativity monster. Read them aloud when the negativity monster starts talking.
- ♦ Find cheerleaders for your life. Your teachers can remind you about the TRUTH when the negativity monster is too loud. Ask positive family and friends to remind you of the TRUTH.
- ♦ Learn stress release methods, such as breathing exercises.
- ♦ READ. Read books and articles that interest you and build your vocabulary.
- ♦ If your test stress becomes too hard to handle, ask for help from your doctor or program director.

By using the tips in this book, over time, you will beat your test stress and reach your goals!

More computer test tips

- If you can choose, take the computer test on a computer rather than a tablet. Use a mouse.
- If you are not yet used to writing on computer, start learning now how to type. Your program can help you find good, free typing programs.
- Practice writing on the computer. A good way to start is to get an email account and email your teacher, family members, and friends.
- If you can take a practice test on computer, do so as many times as you can.
- Take free computer skills classes. Ask your program to help you find a class. Not only will you be getting ready for a test, you will build work skills!

Do you feel stressed when you take tests? If yes, then you are not alone. This booklet will help you beat test stress. You will learn about:

- ♦ **Common myths about tests.**
- ♦ **Fighting negative self-talk (the Negativity Monster) with TRUTH!**
- ♦ **Study Tips**
- ♦ **Test Strategies**
- ♦ **What to do *before* the test.**
- ♦ **What to do *during* the test.**
- ♦ **What to do *after* the test.**
- ♦ **How to handle tests on computers!**
- ♦ **Final Tips**

Common Myths About Tests

Pop Quiz

(Answers are on page 6, but please try these first.)

True or False:

1. Tests prove how smart or not smart you are.

2. On a test, you should only answer the questions you know. _____

3. You may know how to do a task, but answering a test question about that task can still be hard. _____

4. A multiple choice test is the best way to find out if someone knows something. _____

5. Test anxiety (or test stress) is very common.

Handling Tests on Computer

Taking a test on computer may make you feel extra stress, but the tips you have learned so far will help.

Here are some more tips just for tests on computer.

- Find out if the computer test will allow you to go back and check questions at the beginning of the test. If it does, find out how to mark questions you want to look at again.
- See if the computer has a timer to help you know how much time you have. Decide if you want to have it on your screen or not. Often, computer tests will give you a choice.
- Find out if you can have scratch paper or a white board.

What to Do After the Test

- ♦ Tell yourself **GOOD JOB!** for finishing the test. A lot of people are not brave enough to do this, but you are BRAVE!
- ♦ Do something nice for yourself to celebrate. Enjoy a favorite food, a movie, or some other fun thing to do.
- ♦ Later, if you can, look at the test. Look at your right and wrong answers and think about how you got the right answer and how you the wrong answers. Then you can plan for future success!



6. Because you are just sitting and thinking, test taking does not take much energy. _____

7. You cannot learn anything from the answers you get wrong on a test. _____

8. You have to get *every* question right. _____

9. Taking care of your body is important for getting ready for a test. _____

10. Test anxiety or test stress will always make it impossible for you to pass tests. _____

Pop Quiz Answers!

1. **False:** Tests can show what you know, but many smart people have trouble with tests.
 2. **False:** With most tests, making a smart guess can pay off. For example, if you guess on a multiple choice question with 4 choices, you have at least a 1 out of 4 chance of getting the question right. If you do not try, your chance is 0.
 3. **True:** Doing a task and knowing how to answer a test question about the task are two different skills.
 4. **False:** Multiple choice tests are quick ways to check what people know. Better ways include having people explain things and show they know how to use their knowledge in their lives.
 5. **True:** Many people, including smart people, have test stress.
- ♦ If a question looks too hard, take a couple deep breaths, and take another look. It may be clearer on the second look.
 - ♦ Remember that the goal is to get as many right answers as possible, not to get all the answers right.
 - ♦ Mark questions that you want to check again.
 - ♦ If you have time at the end, go back and check, but do not overthink.
 - ♦ If your hand starts cramping up, relax it and stretch it 4 or 5 times.
 - ♦ If you have breaks, stand up and stretch.

What to Do During the Test

- ♦ Arrive a few minutes early to get settled. Not being late will help you feel calmer.
- ♦ Read the directions carefully.
- ♦ Keep that picture of yourself doing well on the test in your mind.
- ♦ Track your time with the clock on the wall. Do not spend too much time on one question.
- ♦ Remind yourself that you have been learning a lot. When the negativity monster starts talking, or you get stressed, remind yourself about the TRUTH!

6. **False:** Thinking hard, especially when taking a test, takes a lot of energy.

7. **False:** Looking at your incorrect answers can show you why you made a mistake and help you plan to do better on your next test.

8. **False:** With most tests, you should try to get as many answers correct as possible. With some tests, like driver's license tests, you need to score a certain number right to pass. With some other tests, such as placement tests, most likely you will not get every answer correct.

9. **True:** Getting enough sleep and exercise can help cut down on your stress. Healthy eating helps as well.

10. **False:** With a lot of practice, you can manage test stress and not let it keep you from your goals.

Extra: What else have you heard about tests? Are they myths or facts? How do you know?

Fighting Negative Self-Talk (the Negativity Monster!) with TRUTH!

Many of us do negative self-talk, times when we tell ourselves that we are not good enough or can't do something. In this book, we will call this the negativity monster.



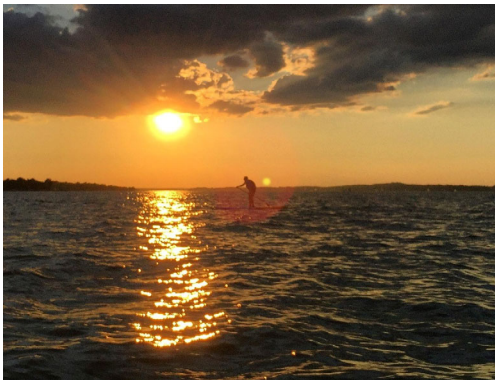
Let find out the lies the negativity monster tells us. Then, we will learn how to fight those lies with TRUTH!



- ♦ Reread your TRUTH list. Don't let the negativity monster lie to you!
- ♦ Plan and set out what you will wear. If it makes you feel better, dress up a little.
- ♦ Plan how to get to the test. Give yourself enough time to get to the test a few minutes early.
- ♦ Get a good night's sleep and eat a healthy breakfast in the morning. Do not drink too much coffee, tea, or soda. They can make you feel more stress.

The day before the test:

- ♦ Have a calm day. Do not plan very important or stressful things.
- ♦ Have your supplies for the exam ready. You may sharpened pencils with erasers, photo ID, and snacks if you get breaks.
- ♦ Eat healthy meals and do not drink too much coffee, tea, or soda. Drink more water.
- ♦ Study a little, but do not cram and try to learn everything. Just review the major things and the test strategies.



Your Negativity Monster

Name of negativity monster:

Draw a picture of your negativity monster.

SAMPLE

List things that your negativity monster says to you:

SAMPLE



What to Do Before the Test

- ♦ Start your study plan 3 to 4 weeks before the test.
- ♦ Keep in mind: The test may measure some knowledge, but the test cannot measure you! NO test decides your worth.
- ♦ Find practice questions like your test and use them. Practice a few questions each day.
- ♦ Take a full practice test as a “dress rehearsal.” Check over your test later. See if you need to study more or practice your test strategies more.
- ♦ Make a picture in your mind of you doing well and handling the stressful parts.
- ♦ Keep your TRUTH list near you. When the negativity monster starts talking, repeat the TRUTHs. Ask positive people to remind you about the TRUTH.
- If you will need a photo ID for the test but don't have one yet, work on getting your ID.

SAMPLE

Other Types of Test Questions

Fill in the blank – Identify the one best word.

Make sure it is the right part of speech.

Read the sentence to yourself to make sure it makes sense.

True or False – Not used as much. Statements that use words like “always” and “never” are probably false. Do not overthink.

Essay and short answer – Make sure you understand the question and what information is wanted in the answer. Put your ideas in order and then write. After writing, check your punctuation, grammar, and spelling. Plan and watch your time.



TRUTH!

The best way to fight negative self-talk is with truthful positive self-talk. Fight the negativity monster with TRUTH! List truths about yourself that you can use to fight the monster. Ask your instructor or positive friends for help. Here are a couple to start!

1. **You are BRAVE!** You choose to come to class and learn. Many people talk about going back to school, but you are brave enough to take action!
2. **You CAN learn.** (List some things you have learned lately.)

SAMPLE

Keep using the TRUTH to fight the negativity monster. Read your truths aloud many times a week. Beating test stress is like getting ready for a big game! You build up your skills and strength over time.

Common types of reading questions

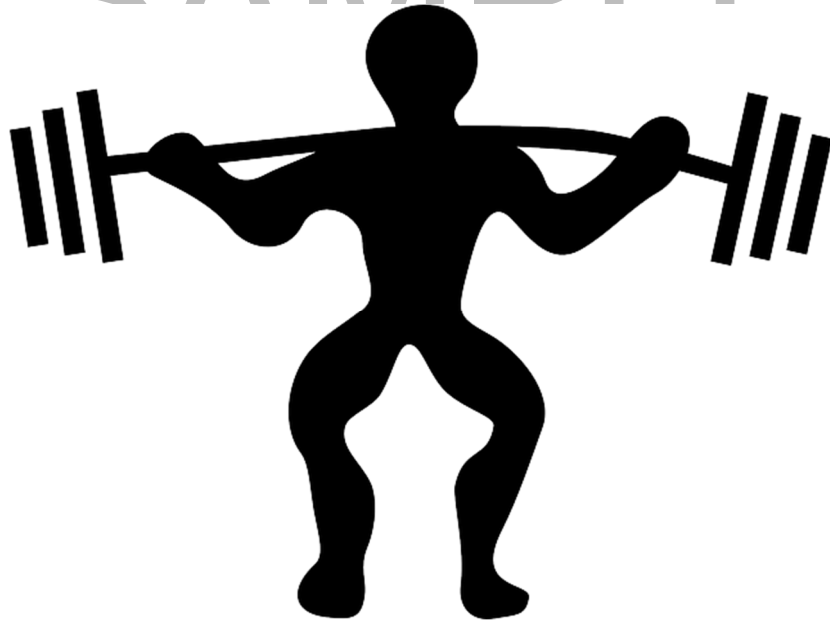


Main Idea. The test may use other words like “main purpose.” For the answer, you will need to tell the overall point. The best places to find this will be in first or last lines or first or last paragraphs.

Detail. Here you need to find a specific detail. Scan through the reading to find the detail. Use key words from the question to guide you.

Inference. These can be hard, but here you must come up with a logical conclusion from what was written. If you don’t know the right choice, get rid of clearly wrong answers and make a smart guess.

Use of a Word. This question will ask you the meaning of a word used in the passage. Often, it will not be the most common use of the word.



Study Tips

Plan your time. If you have 30 minutes to answer 60 questions, figure out how much time you have for each question. Example: $30 \text{ minutes} \div 60 \text{ questions} = 1/2 \text{ minute (30 seconds)}$ for each question.

For reading passages, read the questions first and use them to plan your reading to find the answers.

If a math question looks too hard at first, take a deep breath. Then read the question again to find out what it is really asking. It may not be as hard as you first thought.

On a math question, if your answer does not match any of the choices, read the question again to make sure you understand what the problem is asking you.



Make a plan to learn what you need to know for the test. Ask your teacher to help you make a plan.

1. Start studying a few weeks before the test. It takes time and practice for things to stay in your mind.
2. Studying is NOT just reading over and over. When you study, you should also speak aloud important details or write them down. Talking about what you have learned will also help you remember.
3. Plan study time in a quiet place where people will not talk to you.
4. Use a study guide if you can find one. Ask your teacher for ideas.
5. Review your handouts, textbook, and notes 5 times a week for 10-60 minutes each time. (Stretch after 30 minutes.)
6. Get a study buddy. Help each other learn and keep going.

Test Taking Strategies

Knowing facts is one part of beating test stress. You also need to know the “rules” of the test and plan how to answer questions. Ball players must be able to throw and catch, but they must also know the rules and best ways to score.

There are different kinds of test questions. We will talk about some common question types and how to work with them.



Multiple Choice Questions

Answer Sheet Templates

1. (A) (B) (C) (D) (E)
2. (A) (B) (C) (D) (E)
3. (A) (B) (C) (D) (E)
4. (A) (B) (C) (D) (E)
5. (A) (B) (C) (D) (E)
6. (A) (B) (C) (D) (E)

Multiple choice is the most common test question type, where you must pick from different choices to find the one best answer.

Read the question carefully and choose the answer that is *most clearly right*.

When you don't know the answer, see if you can get rid of 1 or 2 clearly wrong answers, and make a smart guess from the rest of the answers.

Answer every question. NO answer means NO chance of getting the right answer. A guess gives you a strong chance of getting a right answer. Your chance gets stronger if you get rid of some clearly wrong answers.

Avoid overthinking. If you start struggling between two answers, pick the **first** answer you chose, and **MOVE ON!**