

Take-Home Tests

If you've never had to do a take-home test, you may not know what to expect or how to prepare. Here are some tips to help you study and successfully complete your next take-home test.

Studying:

Organize your notes.

- Use tables to make concepts and terms easy to find and review.
- Create mind maps to connect ideas and recall facts.
- Use a wall in your study space to put up post-it notes with course content. Organize the post-it notes by theme to group related ideas and find connections.
- Keep a list of page numbers to help you cite and refer to important course content during the exam.
- For open-book exams, put tabs on important pages for quick reference.

Preparing on test day:

- Get enough sleep and eat breakfast.
- Set up a quiet place where you can take the test. Ideally, use a table or desk.
- Tell others living in your home (i.e. family, roommates) that you will be writing a test and need a quiet space.

During the test:

- Read every question carefully, and make sure you understand before trying to answer. It's easy to lose marks by misreading questions.
- For long-answer questions in paragraph form, keep your paragraphs organized. Does your answer have the following components?
 - A topic sentence that introduces your point
 - Supporting evidence
 - A sentence explaining why your evidence is relevant to your point
- For long-answer questions in essay form, consider writing a very brief outline. This will help you organize your ideas and sources before you start writing.
- Write clearly and directly. Use simple, effective terms. Avoid unnecessary or complicated language.
- Cite your sources according to your professor's instructions.

Finish the semester right — don't cheat!

- Don't call your friends to discuss answers.
- Don't search the internet for responses.
- Don't pay someone else to write your test.

Good luck!

