

NORTHWOOD TECHNICAL COLLEGE
HEALTH SCIENCES
STUDENT POLICIES

TEST-TAKING

Assumptions

1. Students will have read all assigned material prior to coming to class.
2. Students will receive access to a copy of the course competencies, learning objectives, and course grading requirements at the beginning of the course.
3. All exam questions are based on course learning objectives.
4. All handouts, assigned readings, and media are sources of exam questions.
5. All of the course outcome summary (competencies, learning objectives and required readings/media) may not be covered in class, but will be considered testable material.

Instructor's Role

1. Provide content covered in class and indicate which additional content, readings, and media is considered testable material.
2. Make available all required media for review.
3. Present additional/supplementary material, when available.
4. Provide an explanation and/or blueprint of content in the exam prior to the test date.

Suggestions for Test-Taking

1. Read a book on test-taking skills, available in the Academic Support Center at Northwood Tech.
2. Take each objective—line up content of outline that is relevant to it. Look up page numbers in the book that covers it. Make your own outline of the material.
3. Pay attention to any key words in an objective like "occupation based."
4. Look at any review books that would let you practice answering questions, if this is an area you are weak in.
5. Do some relaxation techniques to help you feel less overwhelmed by the volume of material.
6. The Academic Support Center can be of assistance to you if you are having test-taking problems.
7. Ask questions early on within each lesson, allowing for sufficient time to seek clarification on concepts, strategies, and expectations prior to deadlines.
8. The Program Director/Student Advisor/Instructor(s) are here to help you; don't hesitate to ask for help if it's needed.

Good Luck!