<u>Tips for Open Book Tests</u>

You still need to study! Many students feel they do not need to study for open book tests since they will have notes and texts available to them. However, you still need to as these types of tests, test you on your understanding of the material not just rote memorization or recall. Notes and books should be used as reference, not as answers. Open book tests will ask you to evaluate, explain, formulate, compare or analyze. Preparation is key for these types of tests.

1. **<u>Before:</u>**
   - Read chapters, articles and power point notes ahead of time
   - Identify key terms, concepts and themes in your lecture notes and then locate this information in your textbook
   - Mark pages in your textbook using sticky notes and highlight key terms, historical dates and other difficult material that you might need
   - Write summaries in your own words in the margins of your textbook to spot it easily
   - Familiarize yourself with key concepts and themes learned so you can reference them easily in your notes, texts, etc.
   - Take all important information from your text, articles, and power point notes and list them all on a separate piece of paper for easier reference
   - Take practice tests and time yourself so you are replicating the real test situation

2. **<u>During:</u>**
   - Breathe and stay calm
   - Manage your time – set an alarm to indicate the last 30 minutes
   - Have only required and permitted materials with you
   - Read over all the questions on your test and evaluate each (e.g. does it require you to just answer facts or require you to analyze, elaborate?)
   - Answer the questions you know first without using your notes
   - If you are struggling on a question, mark it, move on and come back to it
   - Don't plagiarize – write your answers in your own words
   - REVIEW your answers before submitting

3. **<u>After:</u>**
   - Reward Yourself! Set intentional rewards for doing your best! Savour and celebrate that your test is over!
   - Take time for self-care. If you have another test coming up, make sure you set time aside to decompress and shift your energy