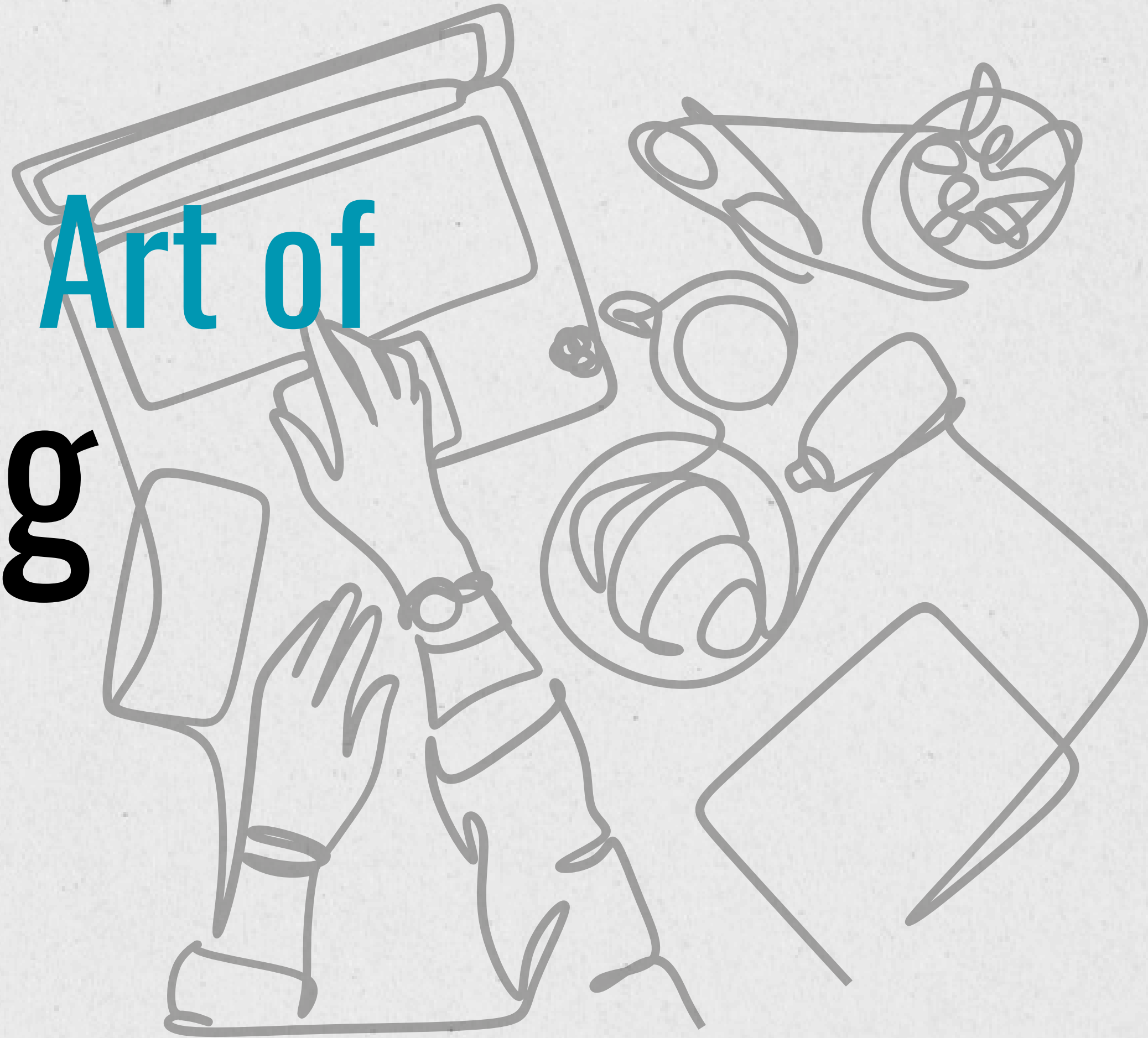


Mastering the Art of Test Taking

Strategies for Adult Learners



In this presentation we will do the following together:

- Identify our personal strengths and challenges related to test taking.
- Learn how to apply effective study and prep strategies.
- Adopt techniques that help manage test anxiety and improve your focus.
- Consider time management and critical-thinking skills as they apply to exams.

Who I am:

- Postsecondary Workforce Instructor (25+ years! Oh my!)
- Adult Learner and Adult Test Taker that gets stressed out!
- My work focuses on helping students of all ages.
- Fan of Julia Child and her commitment to never stop trying new things.



“Once you have mastered a technique, you barely have to look at a recipe again” – Julia Child



If you see this butterfly then the technique is a good strategy for anyone who may struggle with ADHD.

Let's Take a Breath together

- If you are seated, sit up straight and place your feet flat on the floor, place your hands in your lap.
- If you are standing, roll your shoulders back and relax them, let your arms rest at your sides, place your feet hip width apart
- If you happen to be lying down, stretch to your full length, your head should be comfortably supported and place your hands on your stomach or by your sides.

Take a Breath



[Link to Youtube Square Breathing Visual](#)

Prep & Planning for Test Taking

Strategies for Adult Learners



Common Barriers for GPC Exam Candidates

- Feeling Rushed
- Absence of commonly relied on tools such as a calculator or spell check
- Fatigue (length of the exam)
- Generalization of the topics (exam presents a generalist framework)
- Remote proctoring (taking the exam from home) can feel intrusive
- Uncertain what items can be used during the exam
- Unprepared for testing center environment

Let's Check In!

In the CHAT share challenges you have experienced in test taking

“Maybe the cat has fallen into the stew, or the lettuce has frozen, or the cake has collapsed. Eh bien, tant pis. Usually one's cooking is better than one thinks it is. And if the food is truly vile, then the cook must simply grit her teeth and bear it with a smile, and learn from her mistakes.” – Julia Child



“...no one is born a great cook, one learns by doing.” – Julia Child

Making a Plan

- Once you have committed to taking the exam and have the date on the calendar make sure to do the following:
 - Talk over the schedule with family and friends that rely on you so that everyone becomes part of your team for success.
- Make scheduled time to work on your exam preparation.
- Schedule “reward” days – these are essential to maintaining a positive mindset.
- Stick to your plan and adjust as you go; remember that professional exams are about increasing your own value and testing your skills.

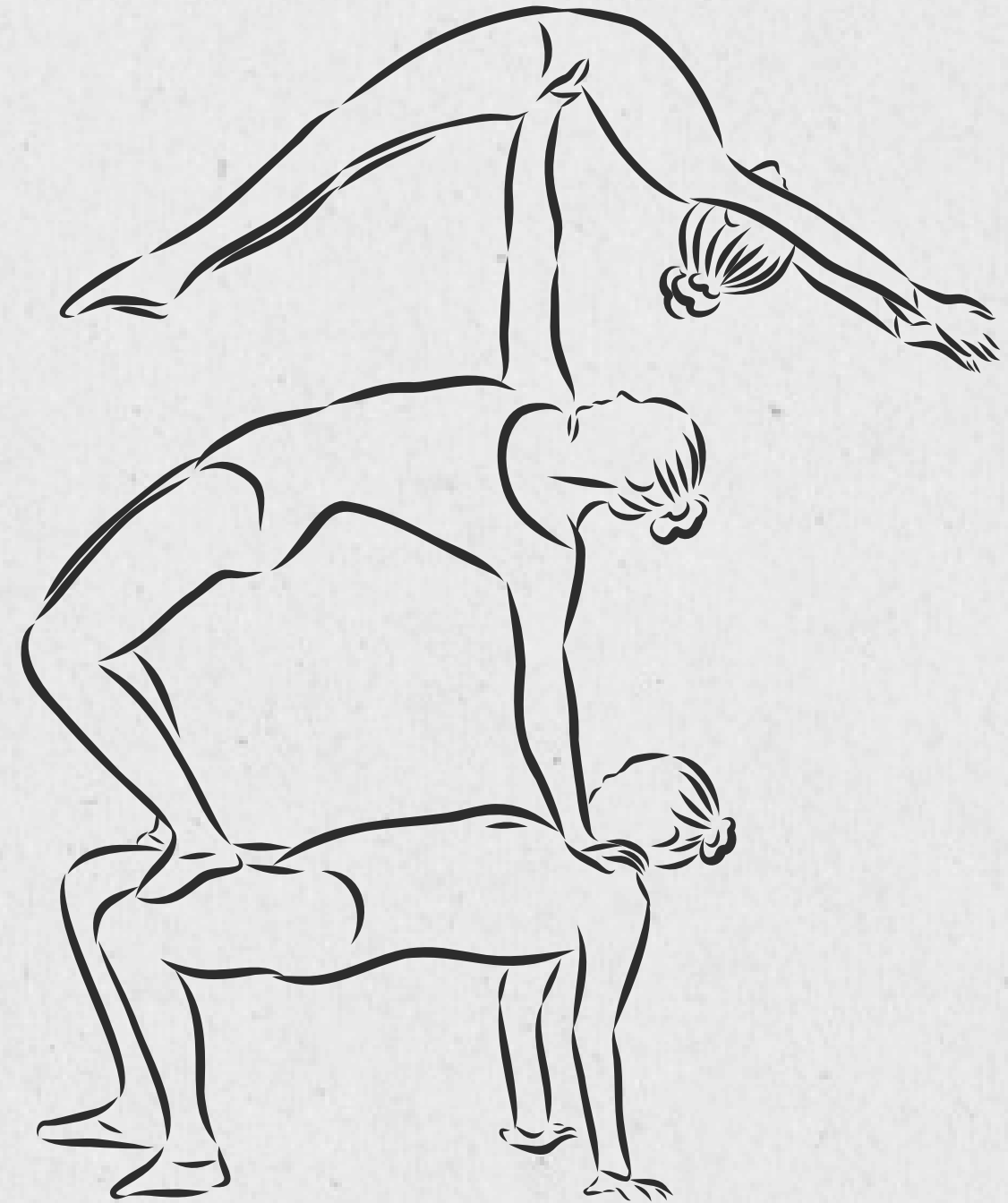


“The main thing is to have a gutsy approach and use your head.”– Julia Child

Thoughtful Prep



- Be realistic with yourself;
 - Clearly identify your own personal stress points.
 - Set a schedule that is realistic for you and your family.
 - You can't plan for everything, but prep is about being ready for when things might not go as planned.



“One of the secrets, and pleasures, of cooking is to learn to correct something if it goes awry; and one of the lessons is to grin and bear it if it cannot be fixed.” – Julia Child

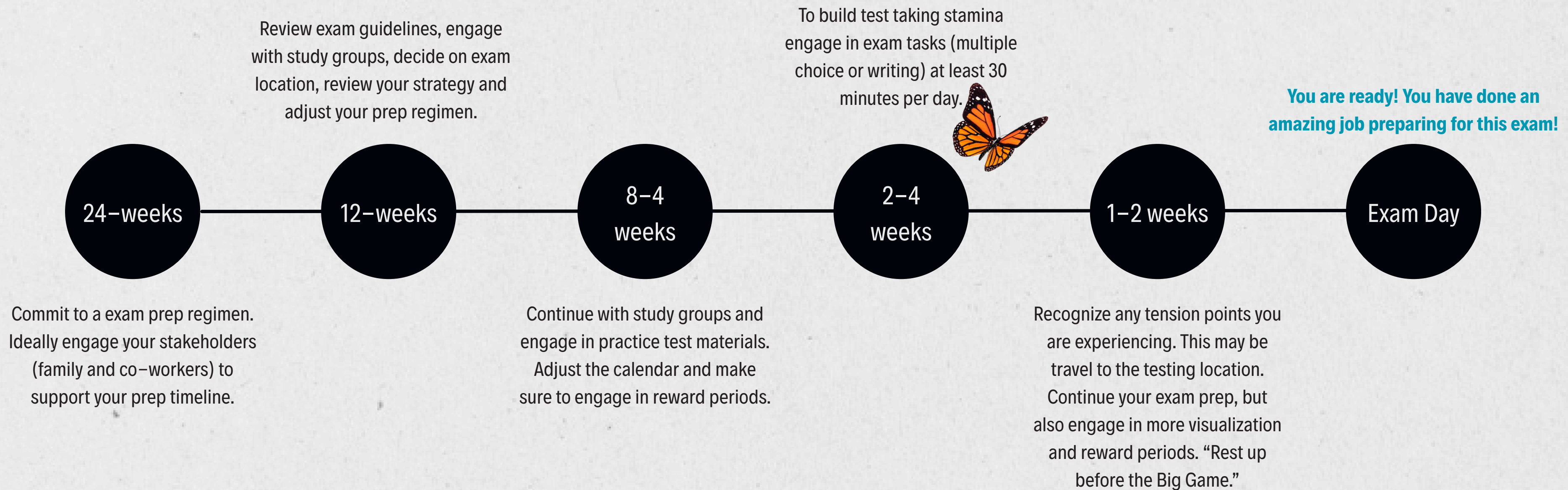
Using Visualization

- Called the “Creative Rehearsal” – you walk through the steps you will take to prepare, study, and arrive at your testing location or prepare your home for virtual proctored exam.
 - To do this visualize yourself successfully navigating the scenario.
 - Picture yourself driving to the location, arriving, checking in.
 - Think through how you will stay calm, use your breathing, and confidently handle the situation.



Thinking Ahead

Committing to a Prep Regimen that Reduces Stress

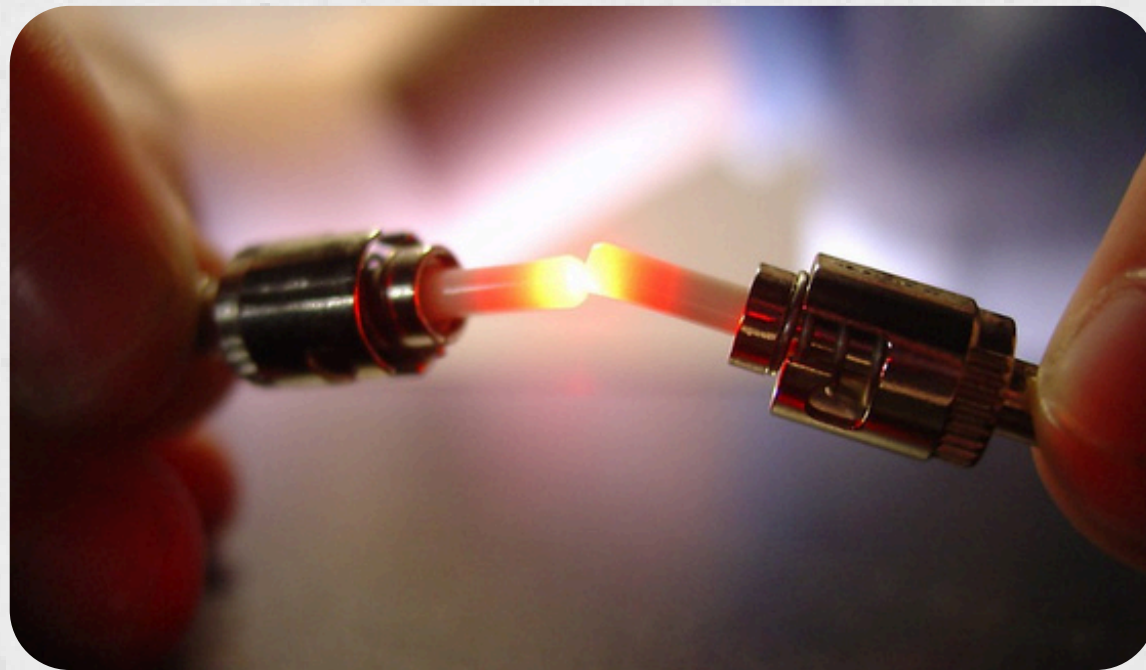


Learning Science for Test Taking

Strategies for Adult Learners



Increasing Memory & Information Recall



Connect New Concepts to What you Already Know – new ideas can be challenging to recall. Consider how diverse concepts relate to your current work and identify similarities and differences. This embeds new information into your current knowledge base and contextualizes it.



Learn a Concept then Teach it Back – where you stumble identifies where you need to reinforce your learning. If you are unable to do this in a study group, then record yourself and watch back the presentation. Teaching helps us better clarify complex concepts.



Multi-Sensory Study – read the material, write it by hand, say it out loud, or sketch a diagram. With large amounts of information to retain having more than one method of study is desirable. Engaging multiple senses, such as visual & audio together help reinforce concepts.

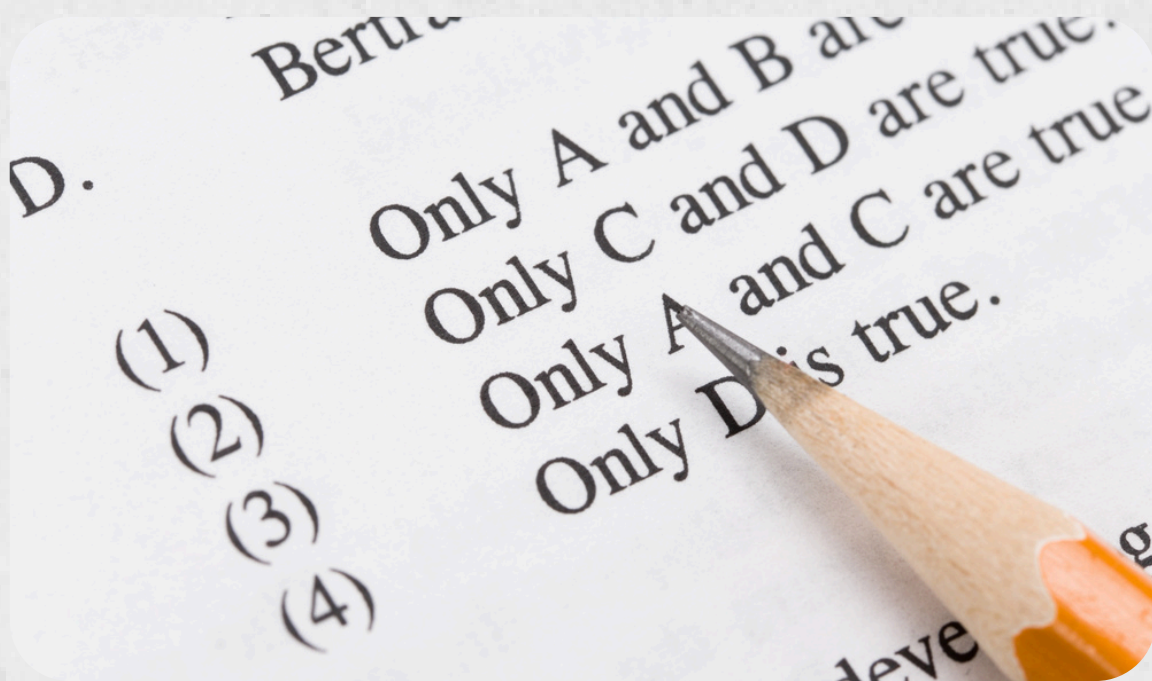
Let's Check In!

In the CHAT what are some strategies you have used?



“Drama is very important in life: You have to come on with a bang. You never want to go out with a whimper.” – Julia Child

Prepping for the Test Format



Multiple Choice – read question carefully and pre-answer the question before reading the answer choices. Read ALL the answer choices. When reviewing the answers identify which responses are wrong first. Then consider which answer best matches your original response before considering the provided responses.



Timed Writing Prompts – Break your time into distinct phases; 20% for outlining, 65% for drafting and 15% for editing. If you have a single hour then use a 10–40–10 strategy. Use your first ten minutes to read the prompt and decide on the core argument or idea before writing and editing.



Practice Reading Sample Questions – using prep materials concentrate on reading for detail. In a fast-paced life adult learners have adopted “speed reading” skill sets that are critical in our work day lives, but are not useful in the exam environment. Use prep time to slow down your reading and heighten your comprehension skills for this unique experience.

Your Toolkit for Test Taking

Strategies for Adult Learners

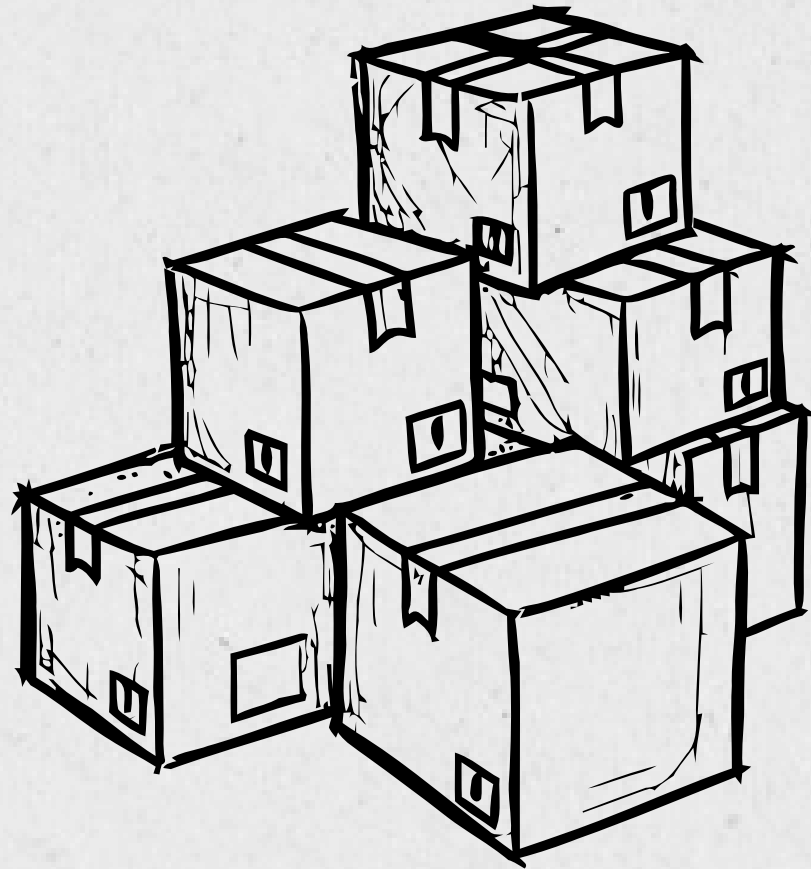


Building Your Toolkit

The ideal toolkit is one that works for you



What's in your Toolkit?



Logistics – list one or two things you want to include in your prep regimen timeline. This could include new study techniques or communication with family and friends.



Mindset– list one thing you can do to make testing less stressful for you? How might this help?

Take Aways From Today

In the chat share a “take away” from our time together today



Thank You



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