Top 5 Tips for...

Online Test-Taking: Open-Note Tests

1. **Don’t Wing It – Study like you can’t use your notes**
   - You won’t have time to Control-F through everything.
   - Test questions may ask you to apply, analyze, or compare/contrast information to test your understanding and knowledge of the content.

2. **Understand and prepare for the test format**
   - What material will the test cover?
   - Is the test timed? What is the time constraint?
   - Know what materials you are allowed to have when taking the test: textbooks? Handwritten notes? PowerPoints? The internet?
   - Do you need to cite sources?

3. **Get organized so you can find information efficiently**
   - Use sticky notes to flag important topics in your notes/textbook.
   - Color code by topic, concept, or section.
   - Place formulas into a separate, easily accessible place.

4. **Create a concise summary of your notes**
   - Paraphrase and condense your class notes into a summary
   - Create concept maps, diagrams, and charts to identify relationships between concepts

5. **Don’t use your notes until you have to**
   - Take a first pass at the test, answering questions without your notes.
   - Then answer the rest of the questions, prioritizing the ones that you can easily find in your notes.
   - If you have time at the end, check your work using your notes.

Questions?
Talk with an Academic Coach online
[go.osu.edu/dlc-info]