

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