

Name:

Class:

Date of test:

Analyzing Returned Tests

Directions:

1. List the number (Q#) for each test question you missed.
2. Place a check in the column that best describes the reason you answered the question incorrectly.
3. Total the number of checks in each column to determine what factors most affected your test performance.
4. Review possible solutions for test errors on the reverse side of this form.

Test item missed	Q#															
I did not read the textbook thoroughly.	Insufficient information															
The information was not in my notes.																
I studied the information but could not remember it.																
I knew main ideas but needed details.																
I knew the information but could not apply it.																
I studied the wrong information.																
Missed or did not understand vocabulary or terms.																
Answer did not match the essay directive/key word.																
I relied on passive review instead of active practice.																
I didn't ask for help on confusing concepts prior to the test.																
I experienced mental block.	Test anxiety															
I was tired, hungry, or physically uncomfortable.																
I panicked.																
I was distracted by noises or surroundings in the room.																
I made careless mistakes; I knew the correct answer.	Careless mistakes															
I changed the correct answer to the wrong one.																
I misread the directions.																
I misread or misunderstood the question.																
I wrote an incomplete response.																
I did not notice a double negative statement.																
I did not eliminate obviously incorrect choices.	Lack of test wisdom															
I did not choose the best answer choice.																
I did not notice limiting words.																
I made poor use of the time provided for the test.	Time pressure															
I felt overwhelmed or rushed by the time limit.																
I ran out of time before finishing the test.																
Number of items missed																

1. Insufficient Information

- **Active Recall vs. Passive Review:** Stop re-reading notes or highlighting. Use flashcards, practice tests, or explain concepts out loud without looking at answers.
- **Fill Note Gaps:** Compare your notes with classmates or text modules weekly to catch missed details early.
- **Master Vocabulary:** Build a running list of course-specific key terms and essay verbs (analyze, contrast, evaluate, synthesize).
- **Seek Early Clarification:** Visit office hours, study groups, or the SUU Tutoring Center as soon as a topic feels confusing—don't wait for test week.

2. Test Anxiety & Mental Blocks

- **Physical Readiness:** Aim for 7–8 hours of sleep and fuel up with complex carbs and protein rather than simple sugars or excess caffeine.
- **Reset Protocol:** If you feel panic or a mental block, pause, close your eyes, take 3 deep belly breaths, and move to an easier question.
- **Simulate Test Environment:** Practice answering sample problems under timed, quiet conditions to reduce test-day stress.

3. Careless Mistakes

- **Annotate Questions:** Underline key constraints (NOT, ALWAYS, EXCEPT, BOTH) and circle prompt instructions before writing.
- **The 'Second Look' Rule:** Resist changing answers unless you can identify a clear, specific error in your original reasoning.
- **Final Sweep:** Leave 3–5 minutes at the end specifically to confirm you answered every question and didn't leave blanks.

4. Lack of Test Wisdom

- **Process of Elimination:** Cross out obviously wrong options immediately to raise your odds on difficult questions.
- **Watch Absolute Words:** Options containing all, never, always, impossible are often false; options with sometimes, generally, may are frequently true.
- **Match Essay Prompts Directly:** Ensure short answers address every part of the question prompt rather than summarizing general knowledge.

5. Time Management

- **Two-Pass Strategy:** First, answer all questions you know immediately. On the second pass, return to tougher, time-intensive problems.
- **Pacing Checkpoints:** Check the clock at the midpoint of the exam period to ensure you are at least halfway through.
- **Budget by Point Value:** Spend the most time on questions that carry the highest percentage of the total grade.

6. Coping with Time Pressure

- **Avoid Sticking:** Never spend more than 2–3 minutes stuck on a single multiple-choice question; mark it and move on.
- **Outline Emergency Essay Answers:** If running out of time on an essay, write a brief bulleted outline—professors often give partial credit.
- **Focus on Progress, Not Perfection:** Complete as many questions as possible rather than perfecting a few at the expense of others.

Personal Test Performance Action Plan

Based on your analysis on Page 1, identify your top error categories and write 2–3 concrete adjustments for your next exam:

- | | |
|---|-------------------------------|
| 1. Primary Category to Address: _____ | Target Goal / Strategy: _____ |
| 2. Secondary Category to Address: _____ | Target Goal / Strategy: _____ |
| 3. Tertiary Category to Address: _____ | Target Goal / Strategy: _____ |