



# Test Taking Tips and Strategies



## *General Strategies*

### 1. Getting ready

- a. Get adequate sleep the night before the test. "Cramming" usually doesn't help.
- b. Eat a good meal before taking the test.
- c. Be on time and alert.
- d. Bring appropriate supplies such as sharpened pencils, scratch paper and calculator if allowed.
- e. Put other things out of your mind and concentrate on doing your best.
- f. Dress appropriately and conformably.
- g. If you need glasses be sure to bring and wear them.
- h. Take care of physical needs...get a drink of water, go to the bathroom, etc.

### 2. Getting into the proper mind set for taking the test.

- a. Be alert but calm. Don't get tense or panic.
- b. Remember that the results of the test can be helpful to you (and sometimes your school) in planning your education.
- c. Do your best without getting tense.
- d. If you can't answer a question within a reasonable amount of time, go on and come back to it later.
- e. Don't expect to be able to answer every question on the test. There are usually some questions that even the best students find very difficult.
- f. Don't get upset if there are questions on skills that you have not yet learned. You don't need to get every question right to get a good grade on the test.
- g. Don't be afraid to mark an answer if you think it's right.

### 3. Following Directions

- a. Read or listen carefully to all directions.
- b. Be sure you understand directions before answering test questions.
- c. Pay close attention to directions concerning time.

- d. Be sure you understand what you are to do and how you are to respond to the test.
  - e. If you don't understand the directions, ask the supervisor for clarification.
4. Using the answer sheet
- a. Understand the proper way to mark responses.
  - b. Select the correct answer and mark it in the correct space on the answer sheet making sure that the number on the answer sheet and question number match.
  - c. Mark no more than one answer on a single multiple choice question.
  - d. Don't make any stray marks on the answer sheet and erase completely when changing a previously marked answer.
  - e. Be sure to keep your place in the test book and on the answer sheet. If you skip a question on the test be sure to skip the corresponding space on the answer sheet.
5. Using time efficiently
- a. Set up a schedule for progress through the test (or test section). Know when you should be one quarter of the way through and one half way through the test and check your progress frequently.
  - b. Begin to work as soon as the testing time begins. Keep your attention focused on the test.
  - c. Answer questions you are sure of first. Mark those you are unsure of in the test book so you can easily locate them later. Don't ponder over alternatives on this first pass through the test. Be sure to skip the same numbers on the answer sheet that you skip on the test.
  - d. In the last few minutes check your answers to avoid careless mistakes.
  - e. Check your answer sheet to make sure there are no stray marks or incomplete erasures.
6. Guessing strategy
- a. Guess only after trying your best to determine the correct answer.
  - b. Eliminate one or more answers that you know are wrong. Cross them out in your test book so you can see clearly which choices are left.
  - c. After you have eliminated the choices you know are incorrect, guess from the remaining choices.