

## *Test Taking Tips*

1. Carefully read all directions...twice if necessary. Listen attentively to any oral instructions.  
Ask questions if you don't understand any part of the directions.
2. Answer all the questions even if you do not work the problem. There is no penalty for guessing.
3. Mark the chosen answer firmly and evenly so it will be read and scored correctly.
4. Mark only one answer. Two answers will always be read as an incorrect response even if one of the choices is correct.
5. If an answer is changed erase old marks completely or the reader may scan two answers instead of one.
6. Pace yourself. Don't spend too much time on any one question.
7. If you can't answer a question skip it and return to it later. Be sure to record the question number on a piece of scratch paper so you'll know to complete it later.
8. Watch for negative words in directions. Examples: not, never, none.
9. Look for key words in questions that can guide you to the information you need. Examples:  
who, what, when, where, which, why, how many.
10. Look for key words that indicate time sequence. Examples: first, next, then, finally, at last.
11. Read each question carefully. Some questions ask which choice is **not** correct.
12. If a question has **none of the above** or **all of the above** as a choice, realize this is not a trick response but may actually be the correct answer. The same is true for choices such as **no mistakes, none, and not given.**

13. To quickly focus on what to find read the question and choices before reading a passage or word problem.
14. Read all of the choices. If more than one choice seems partially right, select only one as the most nearly correct or *best* answer.
15. Look back at diagrams before marking an answer. Don't trust your memory.
16. Check frequently to insure that the number of the question being answered corresponds to the number marked on the answer sheet.
17. Guess only after trying your best to determine the correct response. Eliminate one or more answers that you know are incorrect before marking a choice.
18. If you don't know how to work a math problem try substitution the choices into any equation used in presenting the problem. This is equivalent to checking an answer.
19. Before turning in your answer sheet check to make sure there are no stray marks, that erasures are clean, and that all questions have been answered.

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