

TEST TAKING TIPS

- ✓ Keep a positive attitude throughout the whole test and try to stay relaxed. If you start to feel nervous take a few deep breaths to relax.
- ✓ Keep your eyes on your own paper/computer, you don't want to appear to be cheating and cause unnecessary trouble for yourself.
- ✓ Do the easiest problems first. Don't stay on a problem that you are stuck on especially when time is a factor.
- ✓ Don't rush but pace yourself. Read the entire question and look for keywords.
- ✓ Read the question before you look at any of the choices.
- ✓ Come up with the answer in your head before looking at the possible answers; this way the choices given on the test won't throw you off or trick you.
- ✓ Eliminate answers you know aren't right.
- ✓ Read all the choices before choosing your answer.
- ✓ Don't keep on changing your answer; usually your first choice is the right one, unless you misread the question.
- ✓ Ask the instructor for clarification if you don't understand what they are asking for on the test.
- ✓ Always read the whole question carefully. Don't make assumptions about what the question might be.
- ✓ If you don't know an answer, skip it. Go on with the rest of the test and come back to it later. Other parts of the test may have some information that will help you out with that question.
- ✓ Don't worry if others finish before you. Focus on the test in front of you.
- ✓ If you have time left when you are finished, look over your test. Make sure that you have answered all the questions; only change an answer if you misread or misinterpreted the question because the first answer that you put is usually the correct one. Watch out for careless mistakes and proofread your essay and/or short answer questions.