



Test Taking Tips

1. **Skim the test quickly.** You don't want to turn to the last page of the test with five minutes left in the class only to find you still have three essay questions to write. Knowing what's ahead will help you budget your time.
2. **Read the directions carefully.** If the question says to show all of your work, show all of your work. You may want to underline or highlight important directions so you don't overlook them. If you do not understand the directions, ask.
3. **Don't be afraid to skip a question.** If you don't know an answer, skip it and move on and then come back and try the question again when you have time.
4. **Look for "clue words."** On multiple choice tests or true-false tests, some words indicate an answer is wrong. Watch out for words like *always*, *none*, *all*, and *everybody* in questions and answers.
5. **When using a separate answer sheet, make sure you are filling in answers to the right questions.** Every so often, make sure the answer to question 32 is in space 32.
6. **Go over your work.** Sometimes, it's a careless mistake (subtracting instead of multiplying, for example) that leads to a wrong answer.
7. **Make sure you are spending time daily to review your notes.** The more time you spend studying, the more familiar you become with the content which makes it easier to understand and remember. Try getting a "study buddy" to study with you.

8. Control test anxiety. Try to calm down and take a few breaths before beginning the test. If the test is lengthy, ask to take a break and perhaps get a drink of water.