**Test Taking Tips – The TEST**

http://www.testtakingtips.com/images/check.gifBring at least two pens/pencils with good erasers, a calculator with enough batteries and any other resources that your instructor allows you to.

http://www.testtakingtips.com/images/check.gifBring a watch to the test so that you can better pace yourself.

http://www.testtakingtips.com/images/check.gifKeep 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.

http://www.testtakingtips.com/images/check.gifKeep your eyes on your own paper, you don't want to appear to be cheating and cause unnecessary trouble for yourself.

http://www.testtakingtips.com/images/check.gifWhen you first receive your test, do a quick survey of the entire test so that you know how to efficiently budget your time.

http://www.testtakingtips.com/images/check.gifDo the easiest problems first. Don't stay on a problem that you are stuck on, especially when time is a factor.

http://www.testtakingtips.com/images/check.gifDo the problems that have the greatest point values first.

http://www.testtakingtips.com/images/check.gifPace yourself, don't rush. Read the entire question and pay attention to the details.

http://www.testtakingtips.com/images/check.gifAsk the instructor for clarification if you don't understand what they are asking for on the test.

http://www.testtakingtips.com/images/check.gifWrite legibly. If the grader can't read what you wrote, they'll most likely mark it wrong.

http://www.testtakingtips.com/images/check.gifAlways read the whole question carefully. Don't make assumptions about what the question might be.

http://www.testtakingtips.com/images/check.gifIf 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.

http://www.testtakingtips.com/images/check.gifDon'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.



http://www.testtakingtips.com/images/check.gifDouble check to make sure that you put your first and last name on the test.

**Post Test Tips**

http://www.testtakingtips.com/images/check.gifWhen you get your test back look it over and make sure that there are no grading mistakes.

http://www.testtakingtips.com/images/check.gifLook over the test and make sure that you understand your mistakes. If you don't know the answer to a question, look it up, ask a classmate or ask the teacher.

http://www.testtakingtips.com/images/check.gifIf the teacher reviews the test in class, be sure to take notes on what the teacher wanted for an answer on the questions/problems that you got wrong.

http://www.testtakingtips.com/images/check.gifIf you aren't satisfied with your grade, go to your instructor and see if there's a make-up exam or any extra credit you can do.

http://www.testtakingtips.com/images/check.gifSave the test as study material for future cumulative tests.