

## Test Taking Tips

- ✓ Bring a watch to the test with you so that you can better pace yourself.
- ✓ 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.
- ✓ When you first receive your test, do a quick survey of the entire test so that you know how to efficiently budget your time.
- ✓ Do the easiest problems first. Don't stay on a problem that you are stuck on, especially when time is a factor.
- ✓ Do the problems with the greatest point values first.
- ✓ Don't rush, but pace yourself. Read the entire question and look for keywords.
- ✓ Ask the instructor for clarification if you don't understand what they are asking 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 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.
- ✓ Eat before a test. Having food in your stomach will give you energy and help you focus but avoid heavy foods which can make you groggy.