

10 STEPS TO BETTER TEST-TAKING

1. Upon receiving your test, write down the information that you think you may forget.
2. Write your name on the test.
3. Preview the test and mark the easy questions
4. Develop a test progress schedule. Decide the best way to get the most points in the least amount of time.
5. Answer the easiest problems first and review the answers to see if they make sense. Clearly write down each step in order to get partial credit if you end up missing the problem.
6. If you find a problem that you do not know how to work then automatically skip it.
7. Review the skipped questions.
8. Guess at the remaining problems or do as much work as you can on them.
9. Review the test for careless errors.
10. Use all the allowed test time. There is no prize for handing in the test first. Staple your scratch paper to the test when handing it in.