

TEST TAKING TIPS

1. Use time wisely.
2. Read all directions and questions carefully.
3. Attempt every question, but do the easy ones first.
4. Actively reason through the questions.
5. Choose the answer which the test maker intended.
6. Anticipate the answer, then look for it.
7. Consider all the alternatives.
8. Relate options against each other.
9. Use logical reasoning.
10. Use information obtained from other questions and options.
11. If the correct answer is not immediately obvious, eliminate alternatives that are obviously absurd, silly or incorrect.
12. Compare each alternative with the item of the question and with other alternatives.
13. Whenever two options are identical, then both must be incorrect.
14. If any two options are opposites, then at least one may be eliminated.
15. Look for options that do not match the item grammatically. These will be incorrect.
16. Pay attention to qualifiers ("usually," "none," "always," "never") and key words ("except," "all but the following," "the best," "the least," etc.)
17. Look for options that contain other options. These are called "umbrella" options because the other options fall within their scope.
18. Sometimes the longer response may be the clue to the correct response.

With test in hand

1. Listen to directions
2. Read the test directions
3. Survey the test
4. Budget your time
5. Read each question carefully
6. Note or underline key words and terms

7. Read multiple choice options carefully
8. Give each question your fullest attention

GETTING READY FOR THE TEST

1. The day before the test, follow your normal study routine. Avoid conflicts or emotional upsets. Don't cram.
2. Get some physical exercise or do some physical activity that will take your mind off the test.
3. Get a good night's rest without sleeping medication, drugs or alcohol.
4. Review your notes and refuse to worry! Instead, think positive thoughts ("I can do this!", "I'm ready!") and boost your confidence
5. Try eating an apple approximately one-half hour before the test. A major study of foods which appear to help test performance revealed that students who ate an apple prior to taking a test improved their scores.
6. Keep your mind clear, calm, and uncluttered.