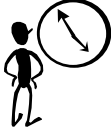





Important SKILL

Test Taking

What to do when you take a test

1. Do a **“Memory Dump.”** Write down on scratch paper any information you may forget such as formulas, names, etc.
2. Look at **Equations** that are provided. These can even help you answer questions that don't require calculations. e.g. if X increases, what happens to Y? Refer back to them often.
3. **Scan the entire test** before you answer anything. Make a note of how many questions there are and the point value. Decide the best way to get the most points in the least amount of time. This will help you budget your time. 
4. **READ THE DIRECTIONS!** There may be important instructions regarding point value, penalties for guessing or other information. **NEVER** assume that you know what the directions say.
5. **Read each question** without first looking at the possible answers. This will increase your concentration and help you read the question more clearly. Read it a second time to select an answer. Read it a third time to confirm your answer makes sense!
6. Answer the **easy questions first**. This will increase your confidence. Make a **NUMBER LIST** on your scratch paper of problems you will need to revisit. Reserve a spot on your scratch paper for the list so you can reference it quickly.
7. **Go back** to the difficult questions. While you were answering the easy ones, your mind has been subconsciously working on the harder ones. You also may have come across additional information from the questions you have already answered, or might see something in the questions that lay ahead. 
8. For the more difficult questions, **focus on key words**. Try to rephrase the questions in your own words. Sometimes rephrasing can make the question clearer.
9. Use the **process of elimination** when you do not know the answer for sure. Eliminate two alternatives quickly and then make the decision between the two remaining. This increases your probability to 50/50. If you still don't get it, look for questions with similar or related keywords to search for a clue. Above all, **know when to give up and guess**.
10. **Watch out for negative words** in the instructions or in the main question. You may have been told to select an option that is not true. Look for certain words (i.e. always, never, all) that could make an answer false.
11. If allowed, **ASK** your teacher to explain any items that are not clear. Do not ask for the answer, but rephrase your question in a way that shows your teacher that you have the information, but are not sure what the question is asking for.
12. **Use all of the time** you have been given. Do not leave any questions blank unless there is a penalty for guessing. If you have time, go back and rework the questions.

ABOVE ALL, RELAX! YOU PROBABLY KNOW MORE THAN YOU THINK YOU KNOW.

*** You would be surprised how many test questions are answered incorrectly because the student didn't know what the question was asking. Critical Reading helps you understand the question and identify pertinent information. Read it once. Read it a second time (with possible answers) to make sure you understand. This usually lets you eliminate 2 of the 4 answers. Read it a third time with your selected answer to make sure it makes sense.

