



Tips on Test Taking

- Read all directions TWICE.
- Highlight key words.
- Pay special attention to words in **bold**, *italics*, or CAPITALS.
- Read and review all the important clues in charts, pictures, graphs, and maps.
- When there is one piece of information that will be used to answer more than one question, reread the information as you work through each of the questions.
- If there is a word that you can't read or don't understand, read all the other words around it and ask yourself, "What word would make the most sense here?"
- Mark any question you find difficult, skip it, and come back to it at the end of the test.
- Some test questions have more than one step and ask you to consider a number of pieces of information. On scrap paper, jot down notes for each step of the question. Use this information to find your answer.
- Talk through your plan in your head. For example:
 "First I have to find out _____, then take that number and _____..."
 "To find out _____ I need to _____."
- If you are unsure of the question make a smart guess. Do not leave any questions unanswered.
- Keep working. If you finish early, reread each question and answer to make sure you have the complete answer.



SCORER

S = Schedule your time.

Look over the whole test. Decide how much time you have for each question. Use all the time given.

C = Clue words give you help.

Sometimes a word in the question will help you think of the answer.

O = Omit difficult questions.

Stay calm. Mark questions you don't know with a star (*). Keep going and then come back to skipped questions when you are finished the other questions.

R = Read directions carefully.

Highlight or circle key words in the directions. Visualize the steps in your mind.

E = Estimate your answers.

Read a difficult question through three times. If you don't know the answer, make a best guess and ask yourself, "Does this make sense?"

Check the value of the question. If it is worth three points make sure you have three points in your answer.

Try not to leave any blanks or unanswered questions.

R = Review your work.

Read over your answers three times. Ask, "Is this what I want to say? Does it make sense? Am I missing any information? Will someone else be able to read and understand my answers?"