

Test Taking BASICS

Use this checklist before a test to make sure you've got all of these test-taking basics ready to go!

1. GATHER

- Writing Utensils:** Two pens/pencils, good erasers.
- Tools:** Calculator, ruler, note cards- whatever your teacher says is OK to bring, get on it!

3. MINDSET

- Attitude:** Believing you can do a test is going to help you bring your nerves down. The less nervous you are, the better you'll do on the test.
- Others:** Don't worry about other students. Some people take 20 minutes on a test, some people take an hour. It doesn't matter how long it takes and no one is judging if you take your time and do better.

2. PREPARE

- Time:** Know your own pace and don't rush. **Time Yourself.** Locate the clock in the test room ahead of time or bring your own watch.
- Survey:** When you get your test, look it over before you answer anything.
- Read:** The instructions are just as important as the questions. Many students skip the instructions and mess up an integral part of the test because they did it wrong.

4. PROCESS

- First Problems:** The first problems you should do aren't the first ones on the page- they're the ones that are easiest for you to answer. Doing this helps you feel confident and helps you allocate more time for the toughies!
- Skip:** Don't know the answer? Skip and come back. Many tests answer their own questions or provide hints later in the exam.
- Check:** Check your answers. There's nothing worse than kicking yourself over getting something wrong that you knew the answer to.