
10 Steps Towards Better Test Taking

1. **Memory Dump #1** - Before doing anything, immediately write down important information you may forget like formulas, dates, etc.
2. **Preview Test** - Write your name on test AND look over the entire test.
3. **Memory Dump #2** - As you preview test, write additional information by the question.
4. **Plan Your Time** - Come up with a time strategy and divide up your time based on the point value and types of questions.
5. **Answer Easy Questions First** - This will guarantee test points and increase your confidence.
6. **Skip Difficult Questions** - Read question carefully, set a time limit, or go on.
7. **Review Skipped Questions** - Go over these again and answer the best you can. Search for clues that may have appeared in other sections of the test.
8. **Guess at Remaining Questions** - Do not leave any questions blank.
9. **Review Entire Test** - Look for careless errors or misread directions. If the test requires answers on a Scantron or separate sheet, make sure the question numbers correspond with the answers you have bubbled on your answer sheet.
10. **Review Entire Test and Use All Your Time.** - Rushing through the exam can mean lost test points. Double check all answers; reread all directions; look for careless errors.

Remember: This is only one test of your whole education. Learn from it but remember to keep things in perspective and celebrate your hard work!

Adapted from University of Indianapolis - http://asc.uindy.edu/test_taking/10_steps.php