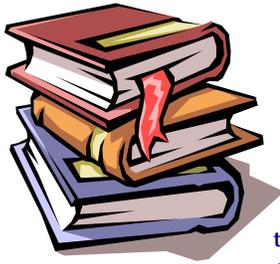


TEST TAKING STRATEGIES



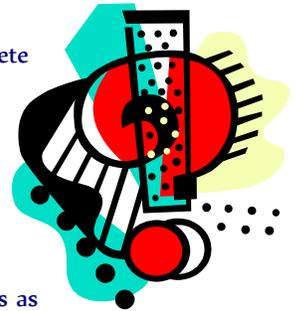
1. Use the allotted time wisely. Make every effort to pace yourself so you can have a chance to answer every question within the time limit.

2. Be familiar with the mechanics of the test and the kinds of questions you can expect. Know the rules for scoring and what the penalties are for wrong answers. Whenever possible, take a practice test before the test date under the time limit and other conditions you can expect on the actual test.

3. Be thoroughly familiar with all the directions. Look over the entire test before you begin to answer the question. If you are familiar with the whole test concept, you will know what to expect in advance, thus avoiding confusion.

4. Take the questions in order but do not spend a lot of time pondering over those you are unfamiliar with. A good practice is to first answer the questions you are sure of. Then, if you complete the test before time is called, reconsider those questions about which you were uncertain. If you skip a question, make a mark on the test or answer sheet. Be sure to skip the corresponding number on the answer sheet.

5. Read each question carefully and thoroughly. Before answering the question, determine exactly what is being asked. Do not select the first answer you come to that seems to make sense. It may seem to fit, but you are looking for the best answer. Never skim a question for possible answers as you may miss important information.



6. Generally, on a standardized test, a person can do very well without answering every question. No one is expected to get a perfect score. Relatively few people are able to finish every question.

7. If there is no penalty for guessing, eliminate answer options that do not seem to fit and guess among the remaining options. If you make a straight guess at a multiple choice answer, you have a one-in-four chance of getting it right; if you eliminate one option, you have a one-in-three chance of getting it right; and if you can eliminate two options, you have a one-in-two chance of getting it right.



8. Mark your answer sheet carefully. Make sure your marks completely fill the spaces. Keep your place, especially if you skip items. Putting the right answer in the wrong place can be extremely frustrating.

9. Do not mark more than one answer for each question on a multiple choice test unless the directions specify to do so. Questions with more than one answer marked are usually scored as incorrect.

10. A timed writing test makes its own particular demands on you as a writer. In practicing for a writing test, try to simulate test conditions as much as possible. Practice writing responses to sample topics within the given time limit. It is important to be realistic about what you can do within the time frame.

