



# 10 SMART TEST-TAKING TIPS

**Tip #1** Start by putting your first and last name on the test!

**Tip #2** Feeling nervous? Take a moment to focus on your breathing and try to relax. Stay positive and push negative thoughts from your mind. Repeat these steps if you find yourself getting frustrated or over-anxious at any point during the test. Remember, you can still do well even if some of your answers are incorrect.



**Tip #3** Look over the entire test first so you have a general idea of how long it will take to complete. Don't rush, but as you work through each section, pay attention to how much time you have left so you can pace yourself appropriately.



**Tip #4** Read all of the instructions carefully, and read each question carefully. Don't be afraid to ask your teacher for clarification on any instructions or questions that seem confusing.



**Tip #5** On multiple choice questions, be sure to read through all of the available answers before marking your choice, even if you think you know the right answer.



**Tip #6** Not sure which choice is the correct answer? Try to first eliminate all the answers that you know are wrong to narrow down your possible choices.



**Tip #7** Another way to determine the answer to a difficult question is to look for clues within the wording of the question itself. Reread difficult questions and circle or underline any important words or phrases that stand out.



**Tip #8** If you get stuck on a question, don't spend too much time on it. Skip the question and go back to it later; there may be questions in another section of the test that could jog your memory or provide more clues.



**Tip #9** When you've finished the test, use any leftover time to review all of your answers. Check for careless mistakes or anything you might have skipped, and reread questions to ensure you haven't misunderstood or misread anything.



**Tip #10** Proofread essay and short answer questions to make sure they're legible and make sense. Also be sure to check your grammar and spelling.

