

## **Steps to Better Test Taking**

1. **Keep a positive attitude.** At the beginning and throughout the test, if you feel yourself getting anxious or tense, take a few seconds and focus on something positive, e.g. a special person or place. Calm your breathing.
2. **Do a data dump.** Before even writing your name on your test, use the back of your test paper to write down all the information you think you may forget, e.g. formulas or definitions. Getting this information on paper clears your mind and relieves your stress level.
3. **Briefly preview the test and put your name on it.** Note the types of problems and their point values.
4. **Do a second data dump.** The preview in step #3 might have jarred your memory. If there is any data you forgot to jot down the first time, write it down now.
5. **Quickly develop a plan of attack.** Decide the best way to get the most points in the least amount of time. Working three easy problems each worth 2 points is better than working one hard problem worth 5 points.
6. **Answer the easiest problems first.** You should not necessarily work problems in the order in which they are given.
7. **If you find a problem that you do not know how to work, skip it.** This happens to just about everyone. No problem. Just work everything you do know how to work.
8. **Write clearly and show all your steps.** Be neat and organized. Number your problems. Circle your answers.
9. **Review skipped questions.** After you have finished all the problems you know how to work, review the skipped questions.
10. **Guess at the remaining problems or do as much work on them as you can.** At least make some attempt at each problem.
11. **Keep an eye on your time.** Use your remaining time wisely.
12. **Review the test.** Did you make any careless errors? Are your answers reasonable, that is do they make sense? Is there any way to check your answers?
13. **Use all the allowed test time.** There is no prize for being the first to hand in the test. If you did your work on other paper, staple it to your test when handing it in.