

TEST TAKING

FLEAS

To help me complete tests on time.

First read the directions.

- Read the directions and put them in your own words.
- If you do not understand a certain part of the directions, ask the teacher for help before you begin the test. If this is not possible, try to figure out the meanings of particular words by analyzing the context, or the words around it.

Look over the test and decide how much time you should spend on each test item.

- First, figure out how much time you have to finish the entire test. (Example: 60 minutes)
- Next, figure out the total number of questions on the test. (Example: 30 questions)
- Then, divide the total time (60 minutes) by the total number of questions (30 questions): $60/30 = 2$. You have 2 minutes to spend on each test question.
- If you can't figure out how much exact time to spend on each question, just estimate. This will keep you aware of time and move you along so that you don't spend too much time on one question

Easiest questions should be answered first.

- Answer the items that you feel are easiest for you first and then answer the remaining questions.

Answer questions that are worth more points first.

- It is very important to determine how many points questions are worth and answer the questions that are worth more points first.

Skip a question if you are stumped (just make sure to come back to it later).

- If you find yourself spending a long time answering a particular question, stop and move on to the next question.
- Try to return to the question after you have answered the other questions. However, if you do not get back to that question, chances are you will have answered many other questions instead of spending so much time on one particular question.