

10 STEPS

TO BETTER TEST TAKING

1. **MEMORY DATA DUMP**
Write down information you may forget - formulas, dates, places, etc.
2. **PREVIEW TEST**
Write your name on the test and review the entire test.
3. **SECOND MEMORY DATA DUMP**
Write down additional important information you may forget.
4. **TEST PROGRESS SCHEDULE**
Decide the best way to get the most points in the least time.
5. **ANSWER EASY QUESTIONS**
First answer the easiest questions with the most points.
6. **SKIP DIFFICULT ANSWERS**
Read each question twice and set a time limit for solving it - or skip it.
7. **REVIEW SKIPPED QUESTIONS**
Recall related information about each question.
8. **GUESS AT REMAINING QUESTIONS**
Do not leave a question blank.
9. **REVIEW ENTIRE TEST**
Look for mis-read directions and careless errors.
10. **USE ALL OF YOUR TEST TIME**
To stop early can mean lost points on your test.