

GENERAL TEST-TAKING CONSIDERATIONS

1. **Time Management:** Budgeting time is imperative if one expects to cover all the items on a test.

- a. Read the directions and ask for clarification if needed.
- b. Skim the questions to determine the point value of each section. Work on the highest value sections first.

NOTE: Do the easy questions first, this will give you confidence as well as some possible insight into more difficult questions.

2. **Information Processing:** Watch for cue words!

- a. Options which suggest finality (always, never, only, all) are likely to be incorrect.
- b. Options that contain words that imply possibilities (may, generally, usually, often, sometimes) are safer choices.
- c. Be alert to no, not, none in the questions; they are easily overlooked and often change meanings.

3. **Practical Cognition:** Steps to follow regarding guessing:

- a. Determine how the test will be scored. Most tests have no penalty for guessing.
- b. Eliminate all the possible answers which you know are incorrect.
- c. If still uncertain after eliminating options, make the best educated guess you can.
- d. If you can't eliminate any options and there is no penalty for guessing, go ahead and make stab at an answer. Don't leave any item unanswered.

4. **Attitude Awareness**

- a. Unlearn counterproductive habits ("I just don't know..."), and replace them with productive. Avoid "I'll try..." because it masks negative expectations.
- b. Some anxiety and "going blank" is normal. Be aware of this and go on; stick to your time budget.

Confucius say: He who makes a mistake and does not learn from it makes two mistakes.

5. **Implementation**

- a. Be sure you understand directions on how to record your answers.
- b. Write or mark legibly. If your handwriting is bad, print!
- c. When using an answer sheet, check often to be sure your answer is in the correct space. If you skip an answer until later, mark it!
- d. Don't be afraid to change your answers!