HOW TO APPROACH A TEST

Most experienced test-takers have developed their own system of steps they go through when taking a test. Here is a basic outline for what to do once a test is placed on your desk. Learn this, try it for several tests, then make any changes that will help you more. Remember that you want the test to represent and reflect your best work, all that you really know about the subject.

AFTER THE TEST IS PLACED ON YOUR DESK...

1. **Jot** down on the back of a test page cue words for anything in your memory banks that you are afraid you'll forget. (2 minutes)

2. **Scan** the test pages to note the length and get an idea of the type of questions asked. (3 minutes)

3. **Begin** to work through the test. Start with sections you can easily complete. Save essays until last. (Students who turn to the essays first sometimes spend so much time they must leave other sections blank!)

4. **Circle** the numbers of questions you get stuck on and move on to the next question. Come back to these items when you have completed the items you know best.

5. **Check** over your test in the last several minutes. Make sure you have written down an answer for EVERY question. Pay special attention to questions that you circled; did you go back and answer them?

Now go back and circle the first word in each of the five steps above. Say these words aloud until you can remember them without looking at this page.

POINTS TO REMEMBER!!!

1. No matter what grade you make, you can be content with a test if you know you’ve done your best.
2. You cannot do your best on tests if you are not prepared. Being prepared for tests takes daily effort, not just a last minute cramming session.
3. There are many types of tests; it is helpful to be familiar with each kind of test and to know in advance the type of test you will be given.
4. The steps to go through in taking a test can be remembered by **jot, scan, begin, circle and check**.

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