

THINGS TO DO DURING THE TEST

- ❖ Prior to the test date, know the rules of the exam room, such as procedures for asking questions, materials (such as personal items) allowed in the room, the use of pencils or ballpoint, bathroom breaks, etc...
- ❖ Read the directions carefully. Listen for directions the instructor may give.
- ❖ Scan the test carefully. Make sure you have all sheets for the test. Look at the different type of questions asked, essay, matching, fill in-the-blank, multiple-choice, true-false, and computations.
- ❖ Observe the point value for each section of the test. Remember you want to spend the most time on the items with the most point value.
- ❖ Answer the easier questions first, and then proceed to the more difficult questions.
- ❖ Pace yourself. Wear a watch. After first hour, check to be sure you have answered at least half of the questions. Try not to spend too much time on a question if you don't know the answers. Move on. Be sure to come back to and answer the question later, if time permits.