

## **How to Approach a Test**

1. Skim the test first, to find out:
  - a. What kinds of questions are on the test?
  - b. Are some questions worth more than others?
  - c. What percentage of the test is based on the essay?
  - d. Do you understand all of the directions?
2. Write down information that you are afraid you might forget, such as formulas, etc.
3. Plan how much time to spend on each question.
4. Answer all questions you know right away, and then circle the ones you don't know. Do not spend time on questions you do not know the answers to. Go back to these questions at the end of the test if you have time.
5. Reread directions to make sure you pay attention to keywords.
6. Leave time to go over your answers at the end of the test.