

## TAKING THE TEST

- **(Ask the teacher first)** Write pertinent information on the back of the test as soon as you get it so you won't forget the information while taking the test.
- Practice **relaxation techniques**:
  - **Breathe** in slowly counting to 8. Breathe out slowly counting to 8. Repeat a couple of times.
  - Take several **deep sighs**.
  - Visualize a relaxing scene in your mind.
  - At home, slowly **stretch** different parts of the body. Inhale to begin and exhale as you finish the stretch.
- **Read directions carefully.** Ask questions if they are unclear.
- **Watch out for certain words:** Usually, always, not, only.
- **Research shows** that your first instinct is correct. Don't change the answer unless certain it is wrong.
- **Know key words:**
  - Compare: show similarities and differences
  - Define: explain and give an example.
  - Outline: Show a breakdown of general information. Start with general idea and add details.
- **Glance over the test.**
- **If time** at the end, check for unanswered questions and careless mistakes.
  - Decide which part to spend the most time on (the ones that will give the most points or you know the answer).
  - Be Alert, look for cues. One part may answer another part or help you recall information.
  - Look at the essay questions to decide how much time to spend and which to answer first (ones you know the answer).
  - Find out if there is a penalty for guessing. Some teachers give partial credit for half answered questions.
- **Essay Answers:** Explain the big picture (general idea) and support it with specific points.
  - **Start** by rewriting the question into a statement. Points: Start with the beginning detail and move to each detail to show or prove the whole picture or general idea. Close by rewriting the questions into a statement again in a closing fashion (as if you have proven your point or explained the situation).