The 10 Step Process to Test Taking Success

1. Study!
   - If you don’t study, no number of test taking strategies will get you to your desired goal.

2. ...But Don’t Cram!
   - Cramming up to the last minute before your test is usually not very helpful and stresses you out. Schedule yourself time to study every week instead of studying just before your test.

3. Data Dump!
   - Once you are in your test, write down formulas, dates, vocabulary, rules, etc. that you want to remember and refer back to.

4. Skim through the whole test.
   - Get an idea of how long the test is and what kinds of questions you will be expected to answer. Make a plan for how to budget your time while you skim.

5. Another Data Dump!
   - Looking over the test will probably stir your memory, so write down a few more things that you want to remember when you get to those questions.

6. Read instructions and questions carefully.
   - So many questions are missed because students don’t read the instructions or questions carefully.

7. Do easy questions first.
   - Go through the test and complete those you know the answer to. This will help you build confidence and is more time efficient.
   - Mark questions you want to return to later with a “?”

8. Write on your test (after checking instructions to make sure it’s allowed).
   - Underline key words in the question or instructions.
   - Cross out wrong answers.

9. Try all questions
   - Write down your educated guess (especially if you are completing an essay question or math problem). You might be able to achieve partial credit.
   - If you don’t have an educated guess, make an uneducated one. Don’t leave anything unmarked if unless incorrect answers count off more than unanswered questions.

10. Review your Test
    - Make sure you answered all questions.
    - Return to those questions you placed a question mark by to spend more time with them.