



## How to take a test

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- Skim the entire test first to get an idea of what material is being asked.
- Understand how the test is organized (e.g., essay, multiple choice, etc.)
- Ask for clarification of items where you aren't sure what's being asked.
- Budget your time according to the point value of each section. (A question worth 10% should receive 10% of your time, etc.)
- Establish priorities:
  1. Do easy items first.
  2. Leave difficult items until last.
- Begin working. Read each item thoughtfully in relation to the course.
- Guess at all items you aren't sure of; however, if there is a penalty for incorrect answers, do not guess.
- Reread what you have done only after completing the entire test.
  1. Make changes or additions as seem wise.
  2. Be sure you have answered all of the items as logically as possible.