LEARNING CENTER ENGLISH TUTORING LAB HANDOUT
FIVE POINT TEST-TAKING METHOD

These techniques can help you focus on a test with the clear intention of receiving the highest score possible:

- Follow directions
- Look over the test
- Plan your strategy
- Do the easy ones first
- Check your work

**Follow directions.** Listen carefully to the spoken instructions. Ask any questions about the test before it begins. Read written directions carefully so that you answer the question. Many students lost points because they begin writing answers without understanding the question. For example, if the questions reads "define pasteurization," and instead I write an essay about the benefits of pasteurization, I will forfeit all the points for that question. It will not matter if I knew the answer or not. Read the directions carefully, ask questions if you do not understand what is expected, then answer the exact question asked.

**Look over the test.** Before you begin, write down any formulas that you will need. Next, take a look at the whole test. This gives you a sense of direction and allows your subconscious mind to begin working on parts of the test that may initially puzzle you.

**Plan your strategy.** Remember that unless the directions state otherwise, you may answer questions in any order you wish. Choose the order that assists you. Do the easy ones first. Make a mark beside questions that you skip, so it will be easy to find them the
second time around. If the test is timed, decide how much time you will spend on each section. If the test involves an essay, jot down a quick outline of the points you will cover.

- **Check your work.** Plan to leave some time at the end of the test period to check your work for errors. Spelling, punctuation, and small math mistakes are some examples of corrections that could add significantly to your score.

- **Do the easy ones first.** Many students lose points by laboring over one difficult problem until the time is up and leave blank some easier problems that could have added points to their scores.

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