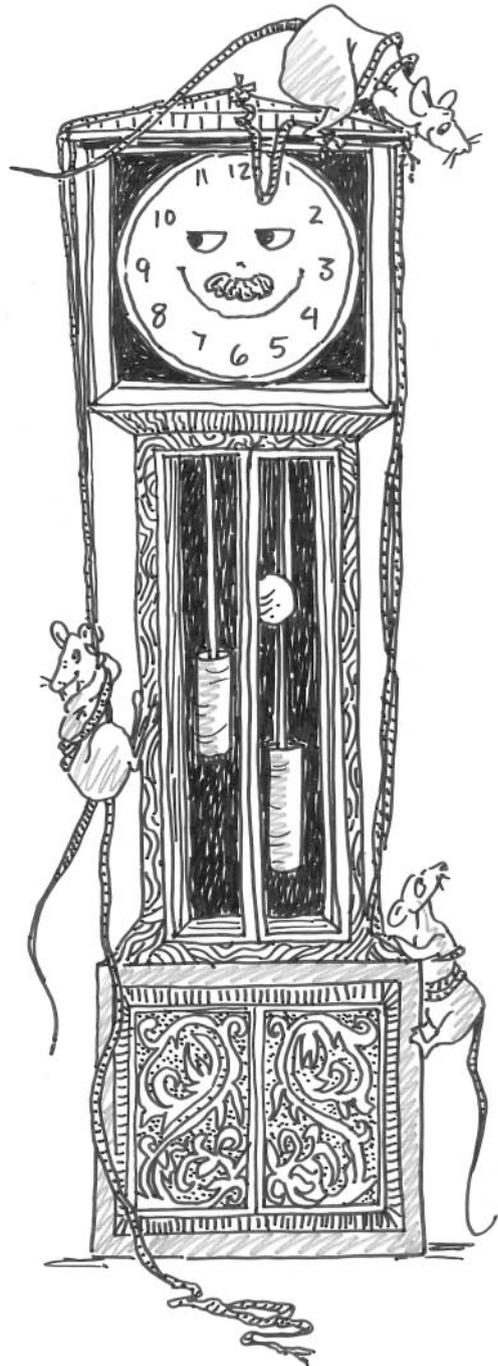


Use Your Time Wisely

1. Put your name on all pages of the test.
2. Think only positive thoughts.
3. Make a conscious effort to relax your neck, shoulders, and upper back.
4. Write down key words and phrases from any oral directions.
5. Don't start writing immediately. Look over the entire test to learn the number and kind of questions.
6. Budget your time. Allow yourself time after you have finished the test to double-check your answers.
7. Read all directions twice. Circle key words and be careful not to read more into questions than is actually there.
8. Recreate graphic organizers or outlines you've memorized on any blank spaces available on the test. If no space is available, ask the teacher for a blank piece of paper and have her sign or initial it at the top. This will remind her that it was a blank sheet and that she gave it to you. *Never get your own paper from under your seat/desk, binder, or backpack.*
9. Deliberately ignore the pace of classmates and proceed with a steady pace.



DURING THE TEST (continued)

10. Answer all questions. Use intelligent guessing strategies for those you don't know—flag those questions and come back to them to double-check your answers. (Be sure to find out if there is a penalty for guessing.)
11. Never change an answer unless it is clearly wrong.
12. Your subconscious will continue to “work” on questions about which you are unsure. Sometimes a question/answer will trigger recall for another question/answer.
13. If you get “stuck” . . .
 - Reread the question and break it down into small units.
 - Search for the “cue” or “clue” words and define them mentally.
 - Carefully reread the answer choices (read the stem—the “question” above the answers—first, and then each answer with it).
 - Put yourself in your teacher's position and try to determine what he or she wants.
 - Try to recall particular phrases the teacher might have repeated/related to the idea/concept.
 - Visualize the event, time line, section of the book, etc., in which the answer might be found.
 - Brainstorm associated concepts and try to recall similar information.



- Put the question into your own words for better understanding, being very careful not to change the meaning.
- Draw a picture or diagram to really “see” it.
- Write synonyms in margins to help you jog your memory for specific words.
- Write the alphabet at the top of the page and quickly review each letter forward (or backward).

14. Check your answers.

- Are they readable?
- Do they answer the questions asked?
- Are they in the correct answer spaces?
- Have they been transposed correctly from “workspace?”
- Have they been well-written (if an essay) to include an introduction, specific and well-supported facts, and a conclusion?

