

10 Steps to Better Test-Taking

1. **Memory Data Dump**
Write down information you may forget -- formulas, dates, places, etc.
2. **Preview Test**
Write your name on the test and review the entire test.
3. **Second Memory Data Dump**
Write down additional important information you may forget.
4. **Test Progress Schedule**
Decide the best way to get the most points in the least time.
5. **Answer Easy Questions**
First, answer the easiest questions with the most points.
6. **Skip Difficult Answers**
Read each question twice and set a time limit for solving it -- or skip it.
7. **Review Skipped Questions**
Recall related information about each question.
8. **Guess at Remaining Answers**
Do not leave a question blank.
9. **Review Entire Test**
Look for misread directions and careless errors.
10. **Use All Of Your Test Time**
To stop early can mean lost points on your test.