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.