**Access and Success**

 **Tips for Successful Test Taking**

# Write your name on the test (and on the answer sheet).

1. **Analyze, Ask, and Stay Calm.**
	* Before you start the test, take a long, deep breath and slowly exhale.
	* Carefully read all of the directions before beginning the test so that you understand what to do.
	* Be confident and do NOT panic.

# Make the best use of your time.

* + Quickly survey the entire test and decide how much time you will spend on each section.
	+ If some questions are worth more points than others, they deserve more of your time.

# Jot down idea starters before the test.

* + Before you even look at the test questions, turn the test paper over and take a moment to write down the formulas, definitions, and major ideas that you have been studying (Helps to provide quick access to the information while you are taking the test).

# Answer the easy questions first.

* + Expect that you will be puzzled by some questions.
	+ If different sections consist of different types of questions (such as multiple-choice, short answer, and essay questions), complete the types of question you are most comfortable with first.

# If you feel yourself starting to panic or go blank, stop whatever you are doing.

* + Take a long, deep breath, and slowly exhale.
	+ Remind yourself that you will be okay and that you do know the material and can do well on the test.

# If you finish early, don’t leave.

* + Stay and check your work for errors.
	+ Reread the directions one last time.
	+ If you are using a Scranton answer sheet, make sure that all of the bubbles are filled in accurately and completely.

Gardner, J.N., Jeweler, J.A., & Barefoot, B.O. (2011). Your College Experience: Strategies for Success. New York: Bedford/St.Martins.