

Tips for Test Taking

- Come prepared. Read and study the exam references over a period of time (weeks, months); not as a night-before cram session.
- Get a good night's sleep
- Eat a wholesome breakfast.
- Dress comfortably.
- Plan to arrive a little early, so you are not rushed and stressed.
- Stay relaxed and confident.
- Be comfortable but alert.
- Listen to and read instructions carefully. Make sure you understand them.
- If you have a question about the instructions or the exam, ask a proctor.
- The written test is multiple-choice with a few true-false.
When taking a multiple-choice test, know when to guess. First eliminate answers you know are wrong. Only one answer is correct. Since your first choice is usually correct, do not change your answers unless you are sure of the correction. An unanswered question is counted as a wrong answer.
- Read the questions carefully. Don't try to guess what is being asked, but read the questions word for word and you will see what is being asked. Look for key words such as *never*, *least*, *best*, *not*, *all*, etc. These can be important in selecting the correct answer.
- Don't panic. If you feel yourself sweating or hyperventilating, put down your pencil, close your eyes, take a few deep breaths, and consciously relax any muscles you are clenching. When calmer, go back to the exam.