

## 8 Ways to Prepare for a Test

There are several things you can do on the day of the test to guarantee your success. The 8 tips below are a good checklist to follow the day of the test.

1. **Get to class early** – give yourself time to relax, and get ready.
2. **Get all your test materials ready** – make sure you have extra sharpened pencils, an eraser, calculator, ruler, or any other supplies you need.
3. **Avoid discussing the test with your classmates** – they may give you wrong information or even confuse you.
4. **Look over the entire test before answering any questions** – quickly read all of the directions and decide how long you can spend on each question.
5. **Read the directions carefully and underline clue words** – you are expected to follow the directions. Even if you don't know the question you may get some points for following the question.
6. **Asks your teacher to explain any unclear directions** – Don't be embarrassed to ask your teacher to explain directions. You won't lose points for asking a question- so always ask.
7. **Answer the easy questions first** – don't panic if the test seems hard when you first start. As you start to answer the questions you may find out you remember more than you thought.
8. **Work at your own pace** – don't rush to turn in your paper. The first papers turned in may not be the best – the last paper turned in could be the “A” paper.

## 3 Ways to Read and Understand Directions

It's difficult to answer questions correctly if you don't understand the test directions. Here are three tips to get you on the right track.

1. **Read each direction twice** – read the directions carefully. Once you think you know what you supposed to do, re-read the directions to double check your understanding.
2. **Find the key words and phrases** – all directions have key words or phrases. They give you specific directions that tell you how to answer the question. The first step in taking a test is to read the directions and find the key words or phrases.
3. **Make sure you understand the key words or phrases** – If you are not sure what you are supposed to do, ask your teacher.