

## GENERAL TEST-TAKING TIPS

**The study or practice booklets that are provided with many test registration materials are one of the most important resources available to students to help improve their score. These booklets provide a description of the different types of test material and give strategies to help students score better. They also provide practice problems and passages to help students know what to expect on the test.**

**Studies consistently show that students who use the study booklets do better on these tests than students who do not, yet students routinely ignore these resources and claim they are boring or too time-consuming.**

**IF YOU ARE SERIOUS ABOUT WANTING TO DO YOUR BEST ON THE PSAT, ACT, PLAN, AND SAT, READ AND USE YOUR STUDY BOOKLET TO GIVE YOU A DEFINITE ADVANTAGE. ALSO CHECK OUT THE WEB SITES FOR EACH TEST FOR PRACTICE TESTS AND TEST-TAKING TIPS.**

1. Get plenty of rest the night before the test. A clear, rested mind works much better and faster than a tired one.
2. Show up at the test site early enough to find your room without feeling rushed. Staying calm and composed helps you to concentrate better.
3. Have two or three #2 pencils (not mechanical pencils), your social security number, and a photo ID with you. It is better to use pencils with a slightly dull tip because they blacken the ovals faster.
4. Listen carefully to verbal directions by the room proctor. Don't do anything that could be interpreted as cheating or violating test procedures.
5. Listen carefully to time limits and number of questions for each section of the test. Have a watch with you in case the room doesn't have a clock. Pace yourself using the clock/watch.
6. Blacken the spaces on your answer sheet carefully and fully. Stray marks can cause your results to be delayed or invalidated.
7. If you change an answer, make sure you erase the first answer completely.
8. Read the question and all possible answers carefully before choosing.
9. Use a process of elimination to help you select the best answer to a question. Avoid random guessing.
10. Don't waste time on questions you do not know. Skip them and return if time permits.
11. Use any leftover time to make sure ovals are blackened fully or to go back to a difficult item left unanswered. Do not attempt to go back to a previous section for which time has already been called.