

# 125 Test Tips

## 4 Ways to Think About Tests

- 1 Taking tests gives you a chance to show what you know.
- 2 Taking tests gives you a chance to challenge yourself and do your personal best.
- 3 Giving tests helps teachers know if the way they've taught you is best.
- 4 Studying for tests helps you store important information in your "memory files" to use later on.

## 7 Ways to Study for Tests

- 1 Study part of the information each day for a few days.
- 2 Study the main headings in the chapter and the boldface words in the text first.
- 3 Look at the pictures, maps, and charts.
- 4 Draw a picture of important events, ideas, or facts while you're studying.
- 5 Use memory tricks to help you remember facts or lists.
- 6 Ask someone to quiz you out loud.
- 7 Make up practice questions.

## 8 Ways to Get Ready for Tests

- 1 Get all of your tools ready.
- 2 Sit up tall, look alert, and get ready to listen and work.
- 3 Write your name and the date on the paper as soon as you get it.
- 4 Look over the whole test before writing any answers.
- 5 Listen carefully as the teacher reads the directions.
- 6 Read over the directions again silently to yourself.
- 7 Find the most important word or words in the directions and underline or highlight them.
- 8 Ask your teacher to explain any directions you don't understand.

## 9 Ways to Practice Smart Test Behavior

- 1 Look over the test to get an idea of what you'll need to do in the time you're given.
- 2 Follow the steps of the directions in the order they're given.
- 3 Mark your answers correctly.
- 4 Answer the easy questions first.
- 5 Read your answer silently to yourself.
- 6 Make a guess, even if you don't know the answer.
- 7 Go with your first guess if you aren't sure of the answer.
- 8 Look over your paper when you're done.
- 9 Work at your own pace.

## 8 Ways to Mark Your Answers

- 1 Draw a line under the correct answer.
- 2 Draw a circle around the correct answer.
- 3 Connect two items that go together.
- 4 Cross out the item that doesn't belong.
- 5 Fill in the bubble.
- 6 Write the number or letter of the answer on the blank.
- 7 Label a diagram.
- 8 Read directions to find out how to mark answers.

## 8 Ways to Answer True/False Items

- 1 Learn to answer *yes/no* questions.
- 2 Understand that *true/false* statements are similar to *yes/no* questions.
- 3 Follow directions for marking *true/false* answers.
- 4 Learn cue words that often appear in false statements.
- 5 Learn cue words that often appear in true statements.
- 6 Understand that a statement must always be true for you to mark it true.
- 7 Understand that everything in a statement must be true for you to mark it true.
- 8 Use the 50/50 rule for guessing at *yes/no* questions and *true/false* statements.

## 13 Ways to Answer Multiple Choice Items

- 1 Be aware of the two types of multiple choice items.
- 2 Think of an answer before looking at the choices.
- 3 Read all of the choices before marking your answer.
- 4 Choose correct answers to fill in the blanks.
- 5 Choose correct answers to *wh-* questions.
- 6 Choose synonyms for words in sentences.
- 7 Choose antonyms for words in sentences.
- 8 Identify key words in multiple choice items.
- 9 Use grammar rules as clues to correct answers.
- 10 Understand "none of the above" choices.
- 11 Understand "all of the above" choices.
- 12 Learn cue words that are often in incorrect choices.
- 13 Learn cue words that are often in correct choices.

## 8 Ways to Answer Matching Items

- 1 Read the directions carefully to find out how to mark your answers.
- 2 Read the directions carefully to find out how many times you'll use each answer.
- 3 Look at the items and choices to see if there is an equal number.

- 4 Try to think of an answer before looking at the choices.
- 5 Read all the items in both columns before you begin matching.
- 6 Match the items you know first.
- 7 Draw a line through answers as you use them.
- 8 Draw lines between matching items lightly.

## 12 Ways to Study for & Answer Vocabulary Test Items

- 1 Use index cards as study aids.
- 2 Study words and their definitions in groups of three.
- 3 Use new words to define a word.
- 4 Use descriptive words in definitions.
- 5 Include details in definitions.
- 6 Put definitions in your own words.
- 7 Tell the important features (attributes) of items in definitions.
- 8 Define verbs by associating action words with objects.
- 9 Use prefixes to help define words.
- 10 Use number cues to define unknown words.
- 11 Use suffixes to help define words.
- 12 Use context clues to define unknown words.

## 8 Ways to Answer Completion Items

- 1 Understand directions for *fill in* and *complete*.
- 2 Understand which part of speech (noun or verb) is missing from the sentence.
- 3 Decide which type of noun (person, place, or thing) makes sense in the blank.
- 4 Use sentence clues to find the category of the missing word.
- 5 Decide if a missing noun is singular or plural.
- 6 Use the number of blanks as a clue to the correct answer.
- 7 Turn an incomplete statement into a question.
- 8 Read the completed statement silently to yourself.

## 16 Ways to Answer Math Test Items

- 1 Take your time.
- 2 Underline or highlight the key words in the directions.
- 3 Use examples as a guide for your work.
- 4 Line up your numerals in straight columns.
- 5 Pay attention to the signs.
- 6 Show your work as the directions ask.
- 7 Make drawings or sketches to help you work a problem.
- 8 Write helpful rules in the margins of your paper.
- 9 Use a number line.
- 10 Find the question part of a word problem.

- 11 Look for key words or phrases in word problems.
- 12 Rewrite the problem to make it easier to work.
- 13 Be careful selecting answers when choices are given.
- 14 Make sure to include any necessary decimal points and dollar signs in your answers.
- 15 Estimate to decide if your answer is reasonable.
- 16 If you can't work the problem and answer choices are given, try each choice.

## 6 Ways to Write Short Answers to Questions

- 1 Find out how your answer is supposed to look.
- 2 Decide exactly what information to write in your answer.
- 3 Begin your answer by restating the question.
- 4 Know how to answer *why* questions.
- 5 Write all the facts you know about the topic in the margin of your paper.
- 6 Write the main idea of the answer first.

## 12 Ways to Answer Reading Comprehension Questions

- 1 Look at the title of the passage.
- 2 Read the passage quickly the first time.
- 3 Read the passage again, this time slowly and carefully.
- 4 Mark important information in the passage.
- 5 Look for the "big picture" when choosing a summary or main idea.
- 6 Use the main idea of the passage to choose the best title for the passage.
- 7 Look at the correct line or paragraph of the passage when answering questions.
- 8 Use context cues to help you think of answers that aren't directly stated in the passage.
- 9 Use the tips for answering multiple choice questions to answer multiple choice questions from reading passages.
- 10 If you're answering a *who* question, look in the passage for names of people.
- 11 If you're answering a *where* question, look in the passage for names of places.
- 12 If you're answering a *when* question, look in the passage for days, months, times of day, or clock times.

## 6 Ways to Respond to Writing Prompts

- 1 Read the prompt carefully to find the purpose for writing.
- 2 Begin your writing sample with an opening sentence.
- 3 Brainstorm to make a list of ideas about the topic.
- 4 Use the ideas in your web or outline to write your sample.
- 5 Use different kinds of words in your writing sample.
- 6 When you've finished writing, read your writing sample to make sure it's correct and complete.