



TIPS FOR EXAMINEES

1. First off, Relax. It's normal to be a little nervous before a test. Don't worry.
2. Be sure you hear the directions. Let the examiner know if you cannot hear, or don't understand the directions.
3. Listen to and read all the directions for each test carefully. Careless mistakes are sometimes made because examinees fail to follow the directions. Ask for an explanation of the directions if you don't understand. Be sure you fully understand what you are being asked to do.
4. Plan your time. Most of the test sections are timed. Don't spend too much time on any one question. If a question seems to take too long, skip it and return to it if later if time permits. First respond to all questions of which you are certain of the answer.
5. Listen to the directions and read each question carefully. Before responding to a question, be sure you know what is being asked. For example, an item might say, "Which of these is *not* an even number?" If you read the item too quickly, you might miss the word *not* and respond incorrectly. Do not read into a question something that is not there. Test questions are written to mean exactly what they say. There are no hidden meanings or trick questions in the test.
6. When taking a paper based test with a separate answer sheet, be careful that they match the item number in the test book. Be sure to fill in the answer circle neatly and completely; carelessness can cause you to get a lower score. If you realize you've been marking your answers in the wrong place, let the proctor or examiner know immediately.
7. Trust your instincts. More often than not, if you know the content, the first answer you select is the best. When rechecking, you should only change an answer if you are sure the first answer was wrong.
8. If you are not sure how to answer a question, eliminate answer choices that you know are incorrect and choose from the remaining options. Don't just guess blindly.
9. Keep a positive attitude about your ability to do well on the test. You cannot fail the test. Remember that the score you receive on the test is only one measure of your skills.

