



1. Survey entire test for the kinds of items that are included (e.g., true-false, multiple-choice, fill-in-the-blank, etc.).
2. Read all directions.
3. Underline or circle all key words or phrases in the directions (e.g., locate, write, choose the best answer, identify the main idea, etc.).
4. Do not answer any items until the directions are thoroughly understood (i.e., ask the teacher for clarification if directions are not thoroughly understood).
5. Respond to all items for which the answer is known; skip remaining items to answer later.
6. For those items which are difficult to answer, underline the key words (e.g., who, what, where, when, how, why) and then respond.
7. For those items still not understood, ask the teacher for clarification.
8. Go back and check all answers for accuracy (e.g., followed directions, proper use of math operations, no careless errors).

## Additional Suggestions

- In order for a statement to be true, all of the statement must be true (e.g., note words such as all, never, always, etc.).
- When matching, first answer items that are known. Cross off answers that are used; then go back to remaining items and make the best choice.
- Some items may provide clues or reminders for items that could not be answered the first time through the test.
- When writing an essay answer, construct the answer around Who, What, Where, When, How, and Why.
- On multiple-choice items, read all choices before responding. If any of the choices look new or different, they are probably not the correct answer.
- If a true-false item looks new or different, it is probably false.