



9 SMART

TEST-TAKING TIPS

- #1 Prepare yourself physically and mentally for your exam.** Get the amount of sleep and nutrition that will leave you most alert. Changes in your routine may cause problems during your exam. If you feel nervous, take a few moments to calm yourself down.

- #2 Listen to the instructions.** Before you begin the exam, it is important that you read and/or listen carefully to all instructions. Make sure you know how to correctly fill out the answer sheet or use the computer.

- #3 Read all of the answers before choosing one.** The most common answer people choose is A, whether it is right or not because they think the first answer looks okay, so they stop reading. Don't make this mistake. Read all answer choices before making a selection.

- #4 Always select the best choice listed, even if more than one seems good to you.** Don't focus on a choice that is not given to you. Don't get stuck on the idea that you want to combine two responses. Show your judgment by picking the one answer that, by itself, is better than any other answer.

- #5 Use the process of elimination.** If you aren't sure of the correct answer, use the process of elimination. Eliminate answer choices that you know are definitely wrong. Then focus on picking the best answer from those remaining.

- #6 Focus on the facts.** Assume that everything is normal unless the question tells you differently. Assume that the road is dry; visibility is good; your supervisor is capable; and citizens are behaving normally. When something is wrong, the question will tell you. Stick to the facts presented.



#7 Answer every question. There is no penalty for guessing. Even if you don't know the correct answer, you have a one in four chance of choosing the right one. If you can eliminate one or two of the choices, your chances are even better.

#8 Fill out your paper answer sheet correctly. [Does not apply to computer-based testing]. In marking the paper answer sheet, fill in the blank that corresponds to the answer you have chosen. If you mark the wrong answer and want to change it, erase your first mark completely. Only mark one answer for each question.

#9 Ask your test proctor. A test proctor will be available during the exam to help you with the testing procedures; however, they will not explain the meaning of any question, define words, or give information that may be of help in answering a question.

TEST DAY

DOs & DON'Ts

Do:

- Dress appropriately
- Use the restroom before the exam
- Bring adequate government-issued ID

Don't:

- Bring unapproved items
- Leave your cellphone on
- Bring paper or notes into the testing room