

Getting Your Grades Together

Ways to prepare for a Test:

	Have a regular time to study
	Have a special place to study
	Write down assignments
	Ask questions
	Outline and summarize your work
	Ask your teacher for help, if needed
	Concentrate on what you don't know
	Do homework daily so work doesn't pile up
	Make a test schedule
	Review briefly before a test
<i>Test taking Tips</i>	
	Know when test are scheduled
	Get a good night's rest beforehand
	Be on time and well equipped for the test
	Look over the entire test
	Make sure you know how much time is given
	Know how much questions count
	Follow directions
	Notice key words in directions (for example: less, sometimes, best, all every, most, few none, better; worst, seldom, rarely, never...)
	Do the easiest first; put a check beside those you can't answer and need to come to
	Return to question that have been checked
	Review all questions
	Don't change answers without a good reason
	Save test for semester review