1. Jot down the info you might forget on the back of your test.

2. Scan the entire test.

3. Answer easy questions first.

4. Skip difficult questions. Read the question two times. If you still don't know the answer, skip it.

5. Review skipped questions.

6. Guess at the remaining answers.

7. Review the entire test for:
   - misread directions
   - careless errors

8. Use all of your test time.