

Test-Taking Strategies for Elementary School Students

1. **Listen carefully** to directions before starting.
2. **Look over the whole test** before you begin.
3. **Do the easy questions first** to build confidence.
4. **Use your finger** to help you follow along if you lose your place.
5. **Circle important words** in the question.
6. **Take your time** — don't rush!
7. **Check your work** when you're done.
8. **Ask for help** if you don't understand the directions.
9. **Cross o** answers you know are wrong.
10. **Guess if you don't know** (don't leave it blank!).
11. **Stay calm** — take a deep breath if you get stuck.
12. **Think about what you learned** — you probably know more than you realize!
13. **Neatly fill in your bubbles** if it's a multiple-choice test.
14. **Underline key words** like "always" or "never" in tricky questions.
15. **Don't change your answer** unless you are really sure.

Test-Taking Strategies for Middle and High School Students

1. **Preview the test** and budget your time wisely.
2. **Read all directions** twice to avoid silly mistakes.
3. **Answer the easiest questions first** to grab quick points.
4. **Use process of elimination** to narrow down choices.
5. **Watch for "trap words"** like "always," "never," "only."
6. **Underline or highlight key terms** in questions.
7. **Manage your time** — don't let one tough question sink you.
8. **Double-check your bubbling** on Scantron sheets.
9. **Use scratch paper** to organize your math or essay ideas.
10. **Guess smartly** — eliminate bad choices before guessing.
11. **Stay focused** — avoid rushing just because others finish early.
12. **Restate tough questions** in your own words to understand better.
13. **Stay calm and breathe** if you feel overwhelmed.
14. **Answer every question** unless told there's a penalty for guessing.
15. **Review your answers** if you finish early — you might catch mistakes.
16. **Use every minute** — don't turn it in early unless you're 100% sure.
17. **Eat well and sleep well** the night before.
18. **Visualize success** before and during the test.
19. **Stay organized** — keep track of skipped questions.
20. **Follow instructions** exactly — don't assume!
21. **Be careful with "all of the above" or "none of the above"** options — double-check them.
22. **Mark questions to come back to** if unsure.
23. **Answer the question asked** — not the one you *wish* they had asked.
24. **Use margins for notes** if allowed, especially on essay or short-answer tests.
25. **Trust your instincts** — usually, your first answer is your best one.

✓ 9 Online Test-Taking Strategies

1. Use the highlight tool (if available): Many platforms have a built-in tool to highlight text. Practice with it before the test so you're not fumbling during.
2. Take notes on scratch paper: Just because it's online doesn't mean you can't use offline strategies. Jot down keywords, acronyms, or diagrams by hand to help with memory and focus.
3. Use CTRL+F wisely: Some online tests let you search the text. If it's open-book or you're reviewing reading passages, CTRL+F can help you quickly find key terms.
4. Preview before you dive in: Skim the questions first. Know what to look for before you get lost in the text. You'll read with more purpose.
5. Manage your time with a visible clock or timer: If the platform doesn't show a countdown, use your own timer to keep track. Online = easier to lose track of time.
6. Keep a calm clicker finger: Don't click through too fast. Some platforms won't let you go back once you submit.
7. Use the flag or bookmark feature: If you're not sure about a question, flag it and move on. Don't let one tricky item steal your whole time bank.
8. Read the question AND all the answer choices. Twice. This sounds basic, but online platforms can have dropdowns or weird layouts that trick your eye. Make sure you see all the options before choosing.
9. Turn off distractions: Close other tabs. Put your phone in a different room. Disable notifications. Seriously—nothing tanks a test score like a rogue iMessage or TikTok ping.