
TEST-TAKING STRATEGY CHECKLIST

(Printable Exam-Day Companion)

BEFORE THE EXAM

- ☐ Slept at least 7 hours
 - ☐ Ate a balanced meal (protein + carbs)
 - ☐ Water bottle (if allowed)
 - ☐ Pens, pencils, calculator (if required)
 - ☐ ID / exam slip
 - ☐ Arrived early and settled
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FIRST 5 MINUTES OF THE EXAM

- ☐ Read **all instructions carefully**
 - ☐ Scan the entire paper
 - ☐ Note total questions & sections
 - ☐ Identify high-value questions
 - ☐ Roughly plan time per section
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DURING THE EXAM

- ☐ Start with **easy questions first**
 - ☐ Mark difficult questions and **skip & return**
 - ☐ Allocate time by **marks, not question count**
 - ☐ Keep checking time checkpoints
 - ☐ Stay calm and focused
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MULTIPLE-CHOICE STRATEGY

- ☐ Read the question **before** options
- ☐ Eliminate clearly wrong answers
- ☐ Watch for absolute words (always, never)
- ☐ Use logic for “All/None of the above”
- ☐ Answer every question (if no penalty)
- ☐ Do not change answers without a clear reason

ESSAY / SHORT-ANSWER STRATEGY

- ☐ Spend 10–15% time planning
 - ☐ Answer the question directly
 - ☐ Use clear topic sentences
 - ☐ Include specific examples or evidence
 - ☐ Manage time per question strictly
 - ☐ Keep writing clear and organized
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LAST 10–15% OF TIME (REVIEW)

- ☐ Check unanswered questions
 - ☐ Review marked/uncertain answers
 - ☐ Recheck calculations
 - ☐ Ensure all parts of questions are answered
 - ☐ Fix careless mistakes
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PERFORMANCE REMINDERS

- ☐ Stay confident — anxiety is normal
 - ☐ Take short deep breaths if stuck
 - ☐ One hard question ≠ failed exam
 - ☐ Focus on **maximizing total marks**
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