
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

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

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

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



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



PERFORMANCE REMINDERS

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