

TEST TAKING TIPS

1. The morning of the exam, choose a letter of the day. If the exam is the PSAT, SAT, or ACT choose A, B, C, or D. For the Regents, you will choose a number for the day 1, 2, 3, or 4.
2. As you take the test, skip the problems that are too hard for you or ones that take too long. Do the ones you can slowly and **SHOW ALL YOUR WORK**. Don't do the math in your head. If you get stuck, you can quickly look through the work you did on paper and find where you may have made an error. It saves time so you don't have to start a problem over. You want to **MAXIMIZE** your score by focusing on problems you can do successfully.
3. Look at the whole problem before beginning it including the answers. Make sure to read each question carefully and answer what the question asks. Watch out for different units where conversion may be required to obtain the correct answer.
4. Use POE (Process of Elimination) whenever possible to rule out answers that make no sense. If you have done all the problems you can, go back and retry the ones you skipped. Use POE to narrow down choices.
5. Don't rush. Keep an eye on the time. When there are 5 minutes left in each section, take the letter or number of the day and use it to fill in all

the problems you skipped. You don't want to leave any problems unanswered.

6. If the question is an algebraic equation and all the answers are numbers you can often just PLUG-IN the answers into the equation to get the answer and not do any algebra at all.
7. Sometimes problems are vague and ask for generalizations. In such cases you may come up with numbers to plug in that will help you to answer the question. Avoid using 0 or 1 as they have properties that are unique and troublesome. If a problem only states for example "integers", make sure to use not only positive integers like 2 or 3 but also negative ones like -2 or -3. Don't forget 0 is an integer.

Special SAT terms to know:

Distinct-unique or different (example what are the distinct factors of the number 4? 1 and 4)

Non-negative integers (0, 1, 2, 3, etc)

Prime numbers (these are divisible by 1 and have DISTINCT factors. 1 is NOT a prime number. 2 is the first prime number)