Important: Use all the time allotted when taking a test.
Preview the Test

Look for the following:

1. Types of questions.
2. Point value of questions.
3. Questions you need to make notes about or write down a mnemonic or other review strategy.
4. Easy questions to answer first.
Budget Your Time

1. Analyze the point value of each question or each section of the test. Then, determine the PERCENTAGE of the total test score that it counts.

Example: If a question is worth 40 points of a 100 point test, then it’s worth 40%.
2. From the total amount of time allowed for the test, subtract the time for previewing and then reviewing (checking) the completed test.

Example: If you have 2 hours (120 minutes) to take a test, you might allow 10 minutes for previewing and 10 minutes for checking. This would leave 100 minutes actual base time to take the test.
3. Calculate the PERCENTAGE of the *base time* (the time remaining after subtracting for previewing and checking) that you should allow for each question or section of the test.

Example: If a true/false section of the test counts 25%, multiply .25 (percent) x 100 (base time) = 25 minutes for that section of the test.
Determine how your time should be spent on this 50 minute test:

15 True/False questions worth 2 points each
10 short answer questions worth 2 points each
2 essay questions worth 10 each
15 matching questions worth 2 points each

How much time to preview and review?
How much time on t/f?
How much time of short answer?
How much time for each essay?
How much time for matching?