

Online Test Taking Tips

HCTC Student Success Tools

- ◆ **Read and follow the directions! Often, strategies or clues related to the rest of these tips will be identified in the directions.**
- ◆ **Use scratch paper when allowed.**
- ◆ **Take the test as many times as allowed. Online tests often permit you to take the test more than once.**
- ◆ **Do not wait until the last day to take the test.**
- ◆ **Work out the problem and double check to make sure you answered the question correctly.**
- ◆ **Double check your Math.**
- ◆ **If allowed, use your textbook and class notes for reference.**
- ◆ **Do not get stuck on one problem, if allowed, skip a problem you are stuck on and return to it later.**
- ◆ **Pace yourself through the questions.**
- ◆ **Focus on how the question is worded.**
- ◆ **Go over the test again when you're done if time allows.**
- ◆ **Don't close the test window at any time.**
- ◆ **Look for clues within the question that might lead you to the correct answer.**
- ◆ **Do not overanalyze. The answer might be more obvious if you avoid overanalyzing.**
- ◆ **Think about what type of answer is needed.**
- ◆ **Work systematically.**
- ◆ **Use all information that is given in the problem.**