VOCABULARY

Know the terminology related to your test topic:
- **Simplify** - Answer must be in the most simplified form.
- **Reduce** - Fractions must be in the most simplified form.
- **Factor** - Find the multiples.
- **Solve** - Determine a solution to the problem.
- **Rationalize** - Clear the denominator of radicals.

Know the terminology related to tests in general:
- **Explain** - Discuss the procedures used to solve a problem.
- **Define** - State a definition of the term.
- **Identify** - State the appropriate solution.
- **List** - State a series of information.

DURING THE EXAM

- Put your name and ID on the exam.
- List all the pertinent formulas, algorithms, and so forth that you have learned in the margin so that you can concentrate on the problems; i.e., create your own formula chart.
- Scan the exam; note how many questions there are and decide where you would like to begin (this does not always have to be the first problem); it is recommended you do the ones you know first.
- Budget your time; allow more time for problems worth more points.
- Check your solutions.
- If there is time remaining, review the entire exam.

INSTRUCTIONS

- Read the directions carefully. Don't take it for granted that the directions are the same as on your homework/class work.
- Check that you are doing the appropriate procedure for the appropriate problem; for example, for problems #1-5 use matrix A and B and for problems #6-10 use matrix C and D.
- Watch for statements such as "Show all your work," "State the formula," etc.; many professors give partial credit.
Multiple Choice Questions
- Read the problem and underline the words that tell you what to do: solve, define, etc.
- List any pertinent definitions, formulas, etc.; you may want to write them on a scratch sheet of paper.
- Begin problem solving.
- Determine the solution to the question.
- Check to see if your solution is an option; if not, rework the problem.
- Double check the solution.
- If no severe penalty is given for wrong solutions, make an educated guess.

True or False
- Read the statement and determine the concept being discussed.
- List any pertinent definitions, formulas, etc.; you may want to write them on a scratch sheet of paper.
- Reread the statement and compare it to your knowledge of the content.
- Decide whether it is true or false.
- Justify your conclusion (counterexamples if it is false or proof if it is true).
- Check by rewriting the statement correctly if it is false or rewriting the statement as is if it is true.

Free Response
- Read the problem and underline the given information and determine what the problem is requesting.
- List any pertinent definitions, formulas, etc.
- Draw a diagram if necessary.
- Solve the problem showing all possible procedures in order to obtain maximum credit.
- Check your solutions.
- Verify that you have answered the original question asked; for example, a problem may ask you for the dimensions of a rectangle, which includes the length and the width.