



**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**OFFICE OF EDUCATION AND DATA MANAGEMENT**

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**Test Taking – Things to Consider:**

1. A major component of the test is time management – We design the tests based around the idea that, on average, questions will take about 3 minutes each to answer. Some will take more, some less, but 3 minutes per question is the overall average.
2. Meticulously looking up answers for questions you already know the answer to could waste your time – you may find other questions where you will need every second to find what you need.
3. Getting hung up on a question could have a huge impact on other aspects of the test if it leads to you running out of time. Make sure to leave yourself enough time to complete everything. If you don't think you can answer something in a timely manner, make a note in the exam book and come back to it later. This way you will at least be able to finish the test and not find that you've run out of time with a dozen questions remaining unanswered at the end.
4. It does not benefit you at all to leave a question unanswered. Take your best shot.
5. More often than not, your first choice is the correct one. Don't waste too much time second guessing yourself and changing your answers over and over.
6. Read the questions carefully to be sure you understand completely what is being asked.
7. No one is trying to trick you. Reading too much into a question is not likely to be helpful.
8. Sometimes a question may seem ambiguous. Keep in mind that unless a very specific set of circumstances is mentioned in the question itself, we want the BEST answer of the options provided. And yes, sometimes that amounts to choosing the least shoddy answer.
9. No one expects you to memorize the code. What you do need to know is how to be both proficient and comfortable with navigating the code books to find what you need.
10. If you think you have found an error in the test, mark the question in your test book and make a more detailed notation on the cover once you've finished the test. We will review it later, so don't waste too much time worrying about it.