

# Test-Taking Strategies Checklist



Below is a compiled test-taking strategies checklist to provide teachers with research-based test-taking strategies aligned to the Florida Comprehensive Assessment Test (FCAT).

The checklist has been created in an effort to ensure that all students, including ESE and ELL, are familiar with the content and format of the FCAT 2.0 and EOC assessments so that the students can focus on what they know and are able to do when taking the FCAT.

The checklist is organized by subject area: Reading, Mathematics, and Science. Within each subject area, the strategies are classified by test item type as they apply to the discipline: Item Types, Multiple-Choice, and Gridded-Response. Strategies for computer-based assessments (CBA) are included for the Reading and Mathematics assessments taken online.

FCAT 2.0 and EOC test-taking strategies should be explicitly taught to equalize the opportunity for all students and to improve test results.

*In keeping with research findings, test-taking strategies should be:*

- ✓ emphasized and used on an ongoing basis, rather than right before testing administration;
- ✓ integrated into all subject areas and be part of classroom instruction; and
- ✓ utilized in every classroom on a daily basis and be part of instruction that addresses the skills being measured.

## **PearsonAccess Practice Tests (ePat)**

It is required that **ALL** students who will participate in the spring assessments take a practice test using the ePAT software for each computer-based test they will take. It is recommended that this occur no later than approximately 3 weeks prior to the assessments. Naturally there will be times when it is necessary for the student to take the practice test closer to the assessment, and we realize that this is unavoidable in certain instances.

## **EPat Practice Assessment Tools**

<http://www.pearsonaccess.com/cs/Satellite?c=Page&childpagename=Florida/fIPALPLLayout&cid=1205461226846&pagename=fIPALPWrapper>

Remember that the ePat is designed to familiarize students to the format and tools in TestNav 6.9. The ePat includes a highlighter, a response eliminator, an eraser, a straight edge, a four function calculator, the reference sheets and instructions. By using these tools, students will be able to make better use of the paper and pencil test taking strategies to which they have become accustomed. Since students are not permitted to take any personal tools or materials into the CBA testing environment, they need to be able to use the electronic tools provided within TestNav 6.9.

## FCAT Item Types and Numbers

Grade	Reading	Mathematics	Science	Writing
<b>3</b>	50-55 MC	50-55 MC		
<b>4</b>	50-55 MC	35-40 MC 10-15 GR		1 prompt
<b>5</b>	50-55 MC	35-40 MC 10-15 GR	60-66 MC	
<b>6</b>	50-55 MC	35-40 MC 10-15 GR		
<b>7</b>	50-55 MC	35-40 MC 10-15 GR		
<b>8</b>	50-55 MC	35-40 MC 20-25 GR	60-66 MC	1 prompt
<b>9</b>	50-55 MC			
<b>10</b>	50-55 MC			1 prompt
<b>Algebra 1</b>		35-40 MC 20-25 FR		
<b>Geometry</b>		35-40 MC 25-30 FR		
<b>Biology</b>			60-66 MC	

**Key**

GR – Gridded Response

MC – Multiple Choice

FR – Fill-in Response

✓	<b>READING</b>
	<b>All Item Types</b>
	Read and follow directions closely.
	Read the passage carefully and underline or circle important information.
	Read each question carefully to make sure you understand what it is asking.
	Pay special attention to emphasized text (bold, italics, uppercase, underlined).
	Look back or reread the passage to find the correct answer to the question.
	Answer all questions on the test. Do not leave any answer blank.
	Look back at the passage as often as necessary to answer the questions completely.
	Study any pictures, charts, graphs, tables and captions presented.
	Make sure your answer is based on the information in the passage.
	Remember ELL students have access to heritage language/English dictionary. Use the dictionary when you don't know the meaning of a word.
	Budget time appropriately.
	Check answers carefully.
✓	<b>MULTIPLE CHOICE ITEMS</b>
	Read all answer choices first before choosing your response.
	Think about the answer before selecting the answer from the choices.
	Choose the BEST answer.
	Be sure to fill in the bubbles correctly. Do not make any stray marks around answer spaces.
	Change your first answer choice only if you are certain it is incorrect.
	When changing answers make sure to erase completely.
	Frequently check that you are filling in the appropriate bubble.
	Use approximately one minute for each item answered.
	<b>COMPUTER-BASED ASSESSMENTS (CBA)</b>
	Be familiar with the online testing environment.
	Be familiar with the information on your individual student authorization ticket. It contains the unique username and password information that will allow you to log in to the test.
	Practice using e-tools.
	Make sure to click on the bubbles next to the answer you choose.
	Before exiting test, check the screen which lists items that are answered, unanswered, and marked for the review.
	Do not close the test window until you are done.

The following FLDOE web site was used to create the CBA section of this document

<http://www.fldoe.org/faq/default.asp?Dept=179&ID=1399>

✓	<b>MATHEMATICS</b>
	<b>All Item Types</b>
	Read and follow directions closely.
	Read each question carefully to make sure you understand what it is asking.
	Pay special attention to emphasized text. (bold, italics, uppercase, underlined)
	Answer all questions on the test. Do not leave any answer blank.
	Study any pictures, charts, graphs, tables and captions presented.
	Underline or circle important information.
	Remember ELL students have access to heritage language/English dictionary. Use the dictionary when you don't know the meaning of a word.
	Budget time appropriately.
	Check answers carefully.
	Use calculator properly and reference sheet if applicable to grade level.
✓	<b>MULTIPLE-CHOICE ITEMS</b>
	Solve the problem first then look for the answer among the choices given or work backwards from the answer choices.
	Use the white space in the test book to do your calculations.
	If your answer is not one of the choices, reread the question to make sure you understand what is being asked.
	Read all answer choices first before choosing your response.
	Decide if your answer is reasonable before selecting the answer from the choices.
	Be sure to fill in the bubbles correctly. Do not make any stray marks around answer spaces.
	Change your first answer choice only if you are certain it is incorrect.
	When changing answers make sure to erase completely.
	Frequently check that you are filling in the appropriate bubble.
	Use approximately one minute for each item answered.
✓	<b>GRIDDED RESPONSE</b>
	Solve the problem.
	Use the white space in the test book to do your calculations.
	Write your answer in the boxes on the answer grid. Align your answer to the left or the right of the grid.
	Be sure to accurately fill in the bubble below each box to match your answer.
	Make sure your answer is in the form required.
	Refer to the directions for "How to Complete the Response Grids" included in the front of your test book at any time.
	<b>COMPUTER-BASED ASSESSMENTS (CBA)</b>
	Be familiar with the online testing environment.
	Be familiar with the information on your individual student authorization ticket. It contains the unique username and password information that will allow you to log in to the test.
	Practice using e-tools.
	Make sure to click on the bubbles next to the answer you choose.
	Before exiting test, check the screen which lists items that are answered, unanswered, and marked for the review.
	Do not close the test window until you are done.

✓	<b>SCIENCE</b>
	<b>All Item Types</b>
	Read and follow directions closely.
	Read each question carefully to make sure you understand what it is asking.
	Pay special attention to emphasized text. (bold, italics, uppercase, underlined)
	Study any pictures, charts, graphs, tables and captions presented.
	Answer all questions on the test. Do not leave any answer blank.
	Underline or circle important information.
	Remember ELL students have access to heritage language/English dictionary. Use the dictionary when you don't know the meaning of a word.
	Budget time appropriately.
	Check answers carefully.
✓	<b>MULTIPLE-CHOICE ITEMS</b>
	Read all answer choices before choosing your response.
	Think about the answer before selecting the answer from the choices.
	Look at the answer choices and determine the information and/or procedures needed to find the solution.
	Be sure to fill in the bubbles correctly. Do not make any stray marks around answer spaces.
	Change your first answer choice only if you are certain it is incorrect.
	When changing answers make sure to erase completely.
	Frequently check that you are filling in the appropriate bubble.
	Use approximately one minute for each item answered.
✓	<b>GRIDDED-RESPONSE ITEMS</b>
	Solve the problem.
	Use the white space in the test booklet to do your calculations.
	Write your answer in the boxes on the answer grid. Align your answer to the left or the right of the grid.
	Be sure to accurately fill in the bubble below each box to match your answer.
	Refer to the directions for "How to Complete the Response Grids" at any time.