

Tips for Candidates

Notes:

These tips are for students taking **paper based** exams in Level 1 or Level 2 Adult Literacy and Numeracy.

The tips are not original but unfortunately I don't know where my original list came from.

Tips are also suitable of Keys Skills (level 1 and 2) students.

A free editable Word version of these tips is available – so you can change the picture, college name, etc. To obtain a free copy email maggie@skillsworkshop.org with details of where you teach Basic Skills.



Tips for Candidates



- Use space on question paper for any rough work – not your answer sheet.
- Be careful not to lose your place on your answer sheet. Every now and then check that your question and answer numbers match – it is very easy to be one number out.
- Attempt all the questions.
- There is no set pattern of how many times a, b, c, or d can be the correct answer.
- Remember there is only ever one correct answer to each question.
- Do not get stuck on a questions you can't answer – move on and come back to it later if you have time – but be careful not to lose your place.
- If you really don't know the answer try and eliminate the less likely choices, one by one.
- Make sure you know how to change your answer on the answer sheet before you start the test.

City and Guilds Level 1 and 2 Adult Literacy and Numeracy Exams