

Tips for Candidates

(version 2 – for online tests)

Notes:

These tips are for students taking **on-screen electronic** 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.

Thanks to Ruth Wood (Pro-Training, Colwick, Nottingham <http://protraining.co.uk>) who adapted these tips for her Learn Direct students doing online tests.

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

Our original version, for students doing paper based tests, is available on our site at www.skillsworkshop.org



Tips for Candidates

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

- Read the questions carefully!
- Use rough paper to work out your answers before you click your choice on the screen.
- 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 question you can't answer – move on and come back to it later if you have time. Choose 'flag' to mark the question to get back to 'review' later on.
- If you really don't know the answer try to eliminate the less likely choices, one by one.
- Relax, take a drink with you, take a deep breath when you get stuck, and remember: if you don't pass the test this time, you can resit the test again!

