

# UIL Accounting Contest Test-Taking Tips

## Cover Sheet:

1. READ it
2. Follow Instructions

## Exam:

1. Be familiar with various testing formats.
2. READ the question requirement.
3. Follow instructions exactly regarding rounding, format of answer, etc.
4. Use T-accounts.
5. Use the features of your calculator (like M+, M-).
6. For Multiple Choice Question Format:
  - a. Watch for questions that ask for the INCORRECT or FALSE statement.
    1. Read each statement and mark "T" or "F" by it on the exam.
    2. Then find the one statement marked "F". This is the correct answer.
  - b. Cover the choices while you read the requirement. Try to answer the question before you have read the choices. Find that correct answer among the choices. (Don't read the requirement 5 times with each of the 5 choices.)
  - c. Guessing. (Hopefully you won't need this tip.)
    1. Don't try to find a pattern on the answer sheet. (I've used "c" three times in a row prior to this question. Surely this answer can't be "c" also.)
    2. Use process of elimination.
    3. Choose your favorite letter for a blind guess TODAY.
7. Mark the questions on the exam that you want to come back to during the time you save for review.
8. During your review time, use an alternate formula or "back door" approach to confirm your answer. Use common sense approach.

## Answer Sheet:

1. It is recommended that you use capital letters.
2. Write your letters and numerals in a consistent manner.
3. Write legibly. If the graders cannot read the answer, it is \_\_\_\_\_.
4. On some groups, it is recommended that you mark your answers on the exam, then transfer all the answers in a block to your answer sheet.
5. Be careful that you write the answer on the appropriate line. Use the group boxes on the answer sheet to guide you
6. **DO NOT WAIT UNTIL THE END OF THE TESTING HOUR TO WRITE ALL YOUR ANSWERS ON YOUR ANSWER SHEET.** A blank answer sheet receives zero points. No exceptions.