TEST TAKING STRATEGIES

Ohio Graduation Test

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GENERAL TIPS:

Testwiseness is the ability to use the characteristics and format of a test to maximize one's score. It is not a substitute for knowledge of the subject matter. However, skill in taking tests can help you show what you know while tackling test anxiety. This booklet is designed to raise your comfort level with the format of the Ohio Graduation Test and provide tips on responding to the questions.

Understand that the difficulty level of questions varies. The questions do not get harder as you proceed through the test. If you reach a particularly difficult question and you cannot answer it right away, mark it in your test booklet and go back to it later; the next question is likely to be easier.

⑤ GENERAL STRATEGIES

① **Before you begin, preview the test.** Budget your time. You will have 2 hours to take this test; with 38 questions to complete, you should be through 19 questions by the end of the first hour.

② Be sure you understand the directions and what the question is asking.

③ Circle key words in the question and the passage or chart.

④ Use all the time allotted for the test. Go over your answers if there is time.

⑤ Respond to all the questions.

Get plenty of rest the night before the test. Eat a good breakfast and dress comfortably on each day of the tests.

Test ANXIETY

A certain amount of anxiety is normal and will help you focus on the test. Too much anxiety can negatively affect your performance. The following strategies may help you in a testing situation.

1. **Relax, take some deep breaths.** Try some relaxation techniques: tighten your muscles by raising your shoulders to your ears, hold this position and then relax.

2. Listen to music before the test.

3. Remember this test is just one indicator of your learning.

4. The test makers do not expect all students to know all the answers.

5. Think of the test as an opportunity to show **what you know.** You have been well prepared in your classes for the questions on this test.

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MULTIPLE CHOICE
STRATEGIES
FOR SUCCESS

Read the questions FIRST.

» Prior to reading the selection, review all questions to determine what you will be asked. Do not read the answer choices yet.

» Make sure you know what is being asked in the question.

» Beware of trick words like "always" and "never" in a question or answer.

Next, read the passage.

» When reading the passage, mark places you think will help you answer the questions.

» You may write on the test booklet. Make notes in the margins of anything you think might help you answer the questions.

» Be careful not to make stray marks in the answer booklet. Your answers are machine scored; stray marks may be read as an incorrect answer.

Answer the questions.

ELIMINATE WRONG ANSWER CHOICES.

» Read the question and anticipate what you think the answer might be.

» Be sure to read **all** your answer choices.

» Cross out answers you can eliminate.
    Even if you have no idea about the answer, by eliminating one or two answers you can increase your chances as much as 50% if you need to make a guess.

» Don't fall for answers that are partially correct or seem correct because some of the same words or themes are used. These answers can look right because they use facts and language from the text.

» Watch out for trick words such as "not" or "except."

Reread the question with the answer you picked.

» Check your notes from the passage if needed.

» Be sure you have placed your answer in the correct space in your answer booklet.

If you still are not sure of the answer, give it your best guess, circle the question in your booklet and go back to it if you have time.

3

OPEN-ENDED RESPONSES

One goal for open-ended responses may be to answer questions so that you look good and sound smart. Research shows that the **most** points are lost on state tests in open-ended questions. Following these simple steps will help you to use your knowledge, look good and sound smart!

READING THE QUESTION:

When you read an open-ended question, realize that some of the question may include information needed to respond to the question.

SAMPLE QUESTION

Earth's crust is divided into many crustal plates. Their activities are

described as plate tectonics. List two effects of plate tectonics and explain

how plate tectonics causes each effect. (4 points)

Information needed to respond to the open-ended question may appear to be a part of the question.

» The test question will include how many points will be awarded for a complete answer. Some are 2 point questions (short answer) and some are 4 point questions (extended response).

» Make sure you are addressing each part requiring a response by placing a check mark ✓ above the items that need to be answered.

» Be sure to go back after your response has been written to make sure you addressed each ✓ you made.

SAMPLE QUESTION

Explain the purpose for writing this article and give an example

from the passage that supports your explanation. (2 points)

Check marks help to keep track of how many and what responses are required.

ANSWERING THE QUESTION:

Write your answer so completely that if a stranger were to come up to you and read your response, he or she would know exactly what you are talking about.

Step 1: Restate the question in your response.

Restating the question within a general statement helps to assure you are addressing the question and staying on topic.

SAMPLE QUESTION

✓
What effect does the constant rain have on the people of the
✓
city? Give one example from the passage that supports your

choice. (2 points)

SAMPLE ANSWER

Although the rain was needed, the effect that the rain had on the people of the city was that they were caught unprepared for the downpour.

An example from the passage that shows they were caught unprepared was when "the people were shivering in the cooler conditions, their sensation aggravated by sodden clothing."

Each ✓ has been addressed in the answer and has been restated in the response.

TIPS

⊗ Make the most of your written responses!

⊗ Always reread the question with your response to make sure it makes sense.

⊗ Do not erase your notes and supporting information, especially when figuring out mathematics questions. Your notes could count as support for your answer.

⊗ This is the one area in which the most points are lost and/or gained.

Sometimes two responses are required from the same question.

SAMPLE QUESTION

Identify two consequences of the contacts between the new

settlers of the West and the Native Americans during the late

1800s. (2 points)

SAMPLE ANSWER

The first consequence of the contacts between the Native Americans and the new settlers of the West was an increased violence during the late 1800s.

The second consequence of the contacts was that the Native Americans were forced off of their land and were forced to live on reservations.

Notice "the first" and then "the second" in your response.

Step 2: Provide details that support your answer.

A 2-point question will require two items of support, a 4-point question requires four items of support.

SAMPLE QUESTION

Compare the shapes of the graphed lines from experiment one and

the proposed experiment and explain why the predicted values are

probable. (2 points)

SAMPLE ANSWER

The comparison of the graphed lines from experiment 1 and the proposed experiment would be different. The graph would be steeper in the proposed experiment because twice the amount of ice (which makes the water colder and the line to go down) was added to the water. The predicted values would be probable because the temperature of the water would drop faster, making the graphed line steeper than if no ice was added to experiment one.

4

BLUEPRINTS

TIP: Most items will not be in the form of a question; however you will be expected to respond using your knowledge about these terms. Remember to give examples from the text to support your response.

Rubrics are used to score all short answer (2-point) and extended response (4-point) questions.

Ohio Graduation Test Blueprints

	WRITING	READING	MATHEMATICS	SOCIAL STUDIES	SCIENCE
NO. OF ITEMS	13	38	38	38	38
NO. OF POINTS	47	48	46	48	44
NO. OF MULTIPLE-CHOICE	10	32	32	32	32
NO. OF SHORT-ANSWER	1	4	5	4	4
NO. OF EXTENDED RESPONSES	2 writing prompts (36 pts)	2	1	2	2

MISSING POINTS

Test evaluators give these reasons why students do not receive all the possible points for their written responses:

- The response was too vague.
- The response was off the topic. It does not answer the question.
- The response was not accurate.
- The student restated the question and didn't give any details to support the answer.
- No specific examples were given to support the answer.

WRITING TEST

The Writing Test will include ten (10) multiple-choice questions, one short-answer question (2-points) and two writing prompts. The writing prompts will be scored using a 6-point scale. To receive the top score, the writing will match the following description:

- The writing directly addresses the prompt.
- Response addresses audience and purpose.
- Clear evidence of organizational plan.
- Contains compelling, strong, well-developed ideas with examples and/or details.
- Coherent sequence and structure of ideas.
- Uses variety of sentence structures.
- Uses effective word choices.
- The writing has an effective style.

5 GLOSSARY & TERMS

When answering open-ended questions, students need to think about the "performance verbs" that ask students to answer or present information in a certain way.

PERFORMANCE VERB	WHAT IT MEANS
Analyze	To think about the different parts of a problem or situation to figure out the traits of the whole (e.g., looking at several two-dimensional perspectives to decide a type of three-dimensional object).
Compare	To look at traits or qualities to find out what is alike and what is different. "Compare" is usually stated as "compare with:" you are to highlight similarities, but differences may be mentioned.
Describe	To represent a thought or an idea, such as noting changes taking place over time.
Evaluate	To determine the value of something for a given purpose based on certain standards or criteria (e.g., explaining the pros, cons and/or results of a decision).
Explain	To make clear or give reason for something (e.g., explaining factors that cause a certain kind of reaction).
Formulate	To express a thought of an idea based on the review of information (e.g., coming up with a category to organize what seems to be objects or events that are not alike).
Infer	To extend information beyond what is directly stated (e.g., extracting data and drawing conclusions from information on a graph).
Predict	To use what is already known to make a statement about what will happen in the future.
Summarize	To condense information (e.g., stating the main points of an argument).
Support	To show evidence to back a conclusion or argument (e.g., citing people with similar points of view).
Trace	To describe a path or sequence (e.g., to explain the chronology of events).

The following terms and concepts are tested on the Ohio Graduation Tests. This is not intended to be a complete list of items, however it does show many of the tested areas.

CITIZENSHIP O.G.T. TERMS

Term	Definition
Justice	The quality of being just; fairness. The principle of moral rightness; equity. Conformity to moral rightness in action or attitude; righteousness.
Citizen	A person owing loyalty to and entitled by birth or naturalization to the protection of a state or nation. A resident of a city or town, especially one entitled to vote and enjoy other privileges there.
Conflict	A state of open, often prolonged fighting; a battle or war. A state of disharmony between incompatible or antithetical persons, ideas, or interests; a clash.
Consequences	Something that logically or naturally follows from an action or condition.
Cultural	Of or relating to culture; the ideas, skills, acts, tools and way of life of a certain people in a certain time; civilization.
Discrimination	Treatment or consideration based on class or category rather than individual merit; partiality or prejudice.
Domestic	Of or relating to a country's internal affairs. Of or relating to the family or household. Tame or domesticated. Use of animals.
Emergence	The act or process of emerging to become known or to develop something new.
Equality	The state or quality of being equal, especially of having the same political, social, and economic rights and duties.
Genocide	The systematic and planned extermination of an entire national, racial, political, or ethnic group.
Geographic	Of or relating to geography. Concerning the topography, people, climate, resources, and political characteristics of a specific region.
Ideologies	The body of ideas reflecting the social needs and aspirations of an individual, group, class, or culture.
Immigration	To enter and settle in a country or region to which one is not native.

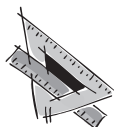|	
Modernization	To make modern in appearance, style, or character; update. To accept or adopt modern ways, ideas, or style.
Oppression	An unjust or excessive exercise of power.
Perspectives	A mental view or outlook; a certain point of view in understanding or judging things or happenings.
Political	Of, relating to, or dealing with the structure or affairs of government, politics, or the state.
Propaganda	The systematic propagation of a doctrine or cause, or of information reflecting the views and interests of those advocating such a doctrine or cause.
Regions	A large, usually continuous segment of a surface or space; area that shares certain common characteristics.
Reunification	To cause (a group, party, state or sect) to become unified again after being divided.
Revolution	A fundamental change in political organization, or in a government or constitution; the overthrow or renunciation of one government, and the substitution of another, by the governed.
Suffrage	The right or privilege of voting; a.k.a. franchise, the exercise of such a right.
Trade	The business of buying and selling commodities; commerce.

MATH O.G.T. TERMS

Acute	An angle whose measure is greater than 0° and less than 90°.
Central angle	An angle whose vertex is the center of a circle and is in the same plane as the circle.
Coefficient	The numeric factor in a *term*; e.g., the number 3 in the term $3x2y$ is the coefficient or in the term $a3b$, 1 is the coefficient.
Equiangular	In a given shape, all angles have the same measure.
Equilateral	In a given shape, all sides have the same length.
Intercepts	The value of y on the *coordinate plane* where $x = 0$, called the y-intercept. The value of x on the *coordinate plane* where $y = 0$, called the x-intercept.
Inverse operations	An operation that will undo another operation; e.g., addition and subtraction.
Irrational numbers	Numbers that cannot be written as a ratio of two integers. The decimal form of the number never terminates and never repeats.
Isosceles triangle	A triangle with at least two congruent sides.
Line of best fit	A line drawn in the midst of the points on a scatter plot in an attempt to estimate the mathematical relationship between the *variables* used to generate the plot.
Major arc	On a circle, an arc that is larger than a semicircle and its measure is greater than 180°.
Measures of center	Numbers that provide information about cluster and average of a collection of data.
Mean	The sum of a set of numbers divided by the number of elements in the set.
b. Mode	The number or object that appears most frequently in a set of numbers or objects.
c. Median	The middle number or item in a set of numbers or objects arranged from least to greatest, or the *mean* of the two middle numbers when the set has two middle numbers.
Minor arc	An arc that is less than a semicircle or 180°.

Obtuse	An angle measure greater than 90° and less than 180°.
Odds of an event	The ratio of favorable outcomes to unfavorable outcomes.
Parallel lines	Lines in the same plane that do not cross, the distance between the lines is constant.
Perpendicular lines	Lines that intersect at one point forming 90°.
Polygon	A closed figure formed from line segments that meet only at their endpoints.
Probability	The chance of an event occurring. The probability of an event is equal to the number of favorable outcomes divided by the number of possible outcomes.
Rational numbers	Any number that can be written in the form a/b , where a and b are integers and b ≠ 0.
Right	Relating to 90°; e.g., a right angle measures 90°, a right triangle has only one right angle.
Roots of equations	A value that will satisfy the equation which has been formed by putting an expression, containing one *variable*, equal to zero.
Scalene triangle	A triangle that has no congruent sides.
Transformation	An operation that creates an image from an original figure, or preimage.
a. Reflection	A *transformation* that results in a mirror image of the original shape.
b. Rotation	A rotation is a *transformation* about a fixed point such that every point in the object turns through the same angle relative to that fixed point.
c. Translation	A *transformation* in which an image is formed by moving every point on a figure the same distance in the same direction.
d. Dilation	A *transformation* that preserves the shape of a figure, but allows the size to change.
Zeros of a function	The solutions of a *function* or the x-intercepts.

READING/WRITING O.G.T. TERMS

Alliteration	The repetition of consonant sounds at the beginning of words (e.g., winter wind).
Assonance	The close repetition of middle vowel sounds (e.g., rain and plain).
Characterization	The method an author uses to create the appearance and personality of imaginary characters in a piece of fiction; often developed by describing a character's physical appearance, be revealing a character's nature through the character's speech, thoughts, feelings or actions, by using the speech, thoughts, feelings or actions of other characters and by using direct comments from the narrator.
Coherence	The quality of a piece of writing in which the ideas are clearly arranged so a reader can follow the progression from one idea to the next.
Comparison & Contrast	An organizational structure of text in which a description of similarities and differences among two or more things occurs.
Consonance	The repetition of identical consonant sounds before and after differing vowel sounds (e.g., stoke/luck).
Dialect	A form of language as it is spoken in a particular geographic area or by a particular social or ethnic group.
Explicit	Fully or clearly expressed; definite.
Focus	The center of interest or attention; in writing, the central idea.
Foreshadowing	The technique of giving clues to coming events in a narrative.
Genre	An established class or category of artistic composition or literature (e.g., poetry, drama or novel).
Implicit	To be assumed but not directly expressed.
Inference	A general conclusion drawn from information that is given.
Irony	The recognition of the difference between reality and appearance; included *situational irony* in which there is a contrast between what is intended or expected and what actually occurs; *verbal irony* in which there is a contrast between what is said and what is actually meant; and *dramatic irony* in which words or actions are understood by the audience but not by characters.

|	
Main Idea	The gist of a passage; the central thought; the chief topic of a passage expressed or implied in a word or phrase; the topic sentence of a paragraph; a statement in sentence form which gives the stated or implied major topic of a passage and the specific way in which the passage is limited in content or reference.
Mood	The feeling or atmosphere that a writer creates for a reader; a reflection of an author's attitude toward a subject or theme.
Narrative	One of the four traditional forms of composition in speech and writing that tells a story or gives an account of something, dealing with sequences of events and experiences, though not necessarily in strict order.
Onomatopoeia	Words whose sound imitates their suggested meaning, (e.g., *buzz, hiss* and *clang*).
Plot	The careful sequencing of events in a story generally built around a conflict. Stages of plot include exposition (background), rising action, climax, falling action and denouement (resolution).
Point of View	The perspective or attitude of a narrator of a piece of literature.
Primary Source	Firsthand information, such as an eyewitness account.
Setting	The time and place of the action of a literary work.
Symbol	A concrete thing used to suggest something larger and more abstract.
Theme	A topic of discussion or writing; a major idea or proposition broad enough to cover the entire scope of a literary work or work of art. Note: A theme may be stated or implied, but clues to it may be found in the ideas that are given special prominence or tend to recur in a work.
Thesis	The basic argument advanced by a speaker or writer who then attempts to prove it; the subject or major argument of a speech or composition.

SCIENCE O.G.T. TERMS

Acid	A substance that dissolves in water with the formation of hydrogen ions and reacts with a base to form a salt and water. It neutralizes alkalis, dissolves some metals, and turns litmus red; typically, a corrosive and sour-tasting liquid.
Adaptation	Adjustment to environmental conditions, modification of an organism or its parts that makes it more fit for existence under the conditions of its environment.
Atom	The smallest particle of an element that can exist either alone or in combination.
Base	A substance that dissolves in water with the formation of hydroxyl ions and reacts with an acid to form a salt and water; turns litmus paper blue.
Biome	Major ecological community (tropical rain forest, grassland or desert).
Compound	A substance formed from two or more elements chemically united in fixed proportions.
Dependent variable	A variable whose values are determined by one or more (independent) variables.
Element	Any of more than 100 fundamental substances that consist of atoms of only one kind and that singly or in combination constitute all matter.
Energy	The capacity for doing work, can be in various forms such as nuclear, sound, thermal and light.
Heredity	The sum of the qualities and potentialities genetically derived from one's ancestors; the relation between successive generations, by which characteristics persist.
Homeostasis	A state of equilibrium between different but interrelated functions or elements, as in an organism or group.
Isotope	Any of two or more species of atoms of a chemical element with the same atomic number and nearly identical chemical behavior, but with differing atomic mass or mass number and different physical properties.
Kinetic energy	Energy associated with motion.
Mass	The property of a body that is a measure of its inertia and that is commonly taken as a measure of the amount of material it contains causing it to have weight in a gravitational field.

Matter	Material substance that occupies space, has mass and is composed of atoms consisting of protons, neutrons and electrons that constitutes the observable universe, and that is interchangeable with energy.
Molecule	The smallest particle of a substance that retains all the properties of the substance and is composed of one or more atoms.
Natural selection	The principle that in a given environment individuals having characteristics that aid survival will produce more offspring, and the proportion of individuals having such characteristics will increase with each succeeding generation.
Organic	Compounds containing carbon and chiefly or ultimately of biological origin.
Photosynthesis	The chemical process by which chlorophyll-containing plants use light to convert carbon dioxide and water into carbohydrates, releasing oxygen as a by product.
Potential energy	The energy that matter has because of its position or because of the arrangement of atoms or parts.
Qualitative	Involving quality or kind.
Quantitative	Involving the measurement of quantity or amount.
Respiration	The physical and chemical processes by which an organism supplies its cells and tissues with the oxygen needed for metabolism and relieves them of the carbon dioxide formed in energy-producing reactions.
Scientific method	Principles and procedures for the systematic pursuit of knowledge involving the recognition and formulation of a problem, the collection of data through observation and experiment, and the formulation and testing of hypotheses.
Variable	A quantity that may assume any one of a set of values.
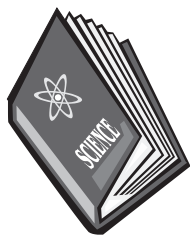
Student and Parent
Internet Resources

Information About Ohio's Academic Standards

www.ohioacademicstandards.com

Information About Ohio Graduation Tests

http://www.ode.state.oh.us/proficiency/PDF/OGTGuide.pdf

http://www.ode.state.oh.us/proficiency/PDF/OGT%20Frequently-Asked%20Questions.pdf

http://www.ode.state.oh.us/proficiency/taketest/ttt_key.asp

Ohio Graduation Practice Tests

http://www.ode.state.oh.us/proficiency/ogt/OGT_Prac_Test_Half-Length_Page.asp

http://www.ode.state.oh.us/proficiency/PDF/Take_The_Test_12_booklet.pdf

NOTES:

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