**Avoid these Answer Sheet Mistakes**

1. The only reason for Answer Sheet mistakes is negligence or lack of mindfulness.

a. Not writing exactly what was said or written, which is what the directions say. **(negligence)**. You cannot paraphrase.

b. Not spelling an answer correctly. **(negligence)**

c. Forgetting to transfer all the answers **(negligence)**.

d. Writing answers in the wrong spaces **(negligence)**

e. Not remembering the instructions that there is no extra time to transfer answers in Reading. **(negligence)**

f. Not following the word limit (One Word and/or Number) directions. **(negligence)**

g. Leaving blank answer choices instead of guessing. **(negligence)**

h. Not paying attention to grammar rules when entering answers. Question says: There are three \_\_\_\_\_\_\_\_\_\_ involved in the tour.  **You write "student," which is clearly wrong because the question says "three," so you have to know that they said "students" in the audio. (Negligence).**

**Basically: Follow directions and DON'T BE NEGLIGENT!**