

TEST TAKING TIPS:

I. General Principles Of Taking Tests:

- A. Be prepared.
- B. Survey the exam.
- C. Use time wisely.
- D. Read directions and questions carefully, underline important words.
- E. Actively reason through the questions, but don't read more into a question than the test writer intended.
- F. Attempt every question.
- G. Answer the easy questions first to instill confidence.
- H. Proofread all of your answers. Sometimes mistakes occur because you have answered too quickly.

II. Taking Objective Tests:

- A. General Guidelines:
 - 1. Use logical reasoning.
 - 2. Use information obtained from other questions.
 - 3. Look for qualifying words, and key words.
 - 4. Always guess when there is no penalty for guessing. 5. Proofread.
- B. Multiple Choice Tests:
 - 1. Anticipate the answer first, then look for it among the choices.
 - 2. Consider all the alternatives, balancing the options.
 - 3. Eliminate the wrong answers to give you a better chance to find the right answer.
 - 4. Come back to the item if you can't make a decision. Making a check by the question helps to remind you to return later.
- C. True/ False Tests:
 - 1. Mark statements true only if they are true without exception. 2. Don't read into the statement.
 - 3. If you are completely unsure stick with your first instinct.
- D. Matching Items:
 - 1. Read all the items through first.
 - 2. Know if items can be used only once or multiple times.
 - 3. Do the items you are sure of first, working systematically. 4. Mark off the answers as you use them.
- E. Completion Statements:
 - 1. Fill in the blank with your best guess rather than leaving it blank.
 - 2. Come back to a statement if you just can't think. The answer may be hidden in another statement or section of the test.
 - 3. Choose and spell words carefully.

III. Standardized Tests:

1. Be sure you understand the instructions for each section. If you miss a short like “Do Not Guess” you may hurt your score!
2. Again, be sure to read all possible answers.
3. Don’t struggle with a question and waste time. You could be answering more questions accurately in that same time.
4. Don’t be upset if you can’t finish some sections. Few can.
5. Don’t be artistic in filling in the answers on computerized answer sheets.
6. Timed tests call for ambition. Work rapidly. Two or more answered questions per section can make a great difference in your total score.

IV. Essay Tests:

1. Keep calm. Take two or three deep breaths and look at the questions with confidence.
2. Skim through all the questions and then budget your time. If you have 5 questions worth 10 points each, spend an equal amount of time on each question. A question worth 50 points, however, may merit 5 times the attention you give to the 10 point question.
3. **OUTLINE.** A well-outlined answer is the key to a successful essay test. The outline offers a structure for you to follow and if you don’t finish answering the question, your teacher will be able to see where you were headed. It can also prevent you from “wandering” as you write.
4. Avoid wordiness - don’t clutter your wonderful ideas with empty or extra words. This only serves to indicate to your teacher that you needed to “fill in space” due to lack of knowledge.
5. Say what you mean don’t hedge. Answer the question directly. Restate the question in your opening sentence to prove you are addressing it and that you understand the goal of the essay question.
6. Write legibly. Ask if your teacher prefers ink to pencil. Printing is usually neater than long-hand.
7. Check over what you have written. Make sure that:
 - The sentences are complete.
 - The punctuation is correct.
 - The spelling is accurate (put a question mark by those words you have doubts about).
 - You have answered the question the teacher asked—not one of your own.
 - You have used all the knowledge at your disposal in an effective manner.