Test-Taking Tips

Before the Test

1. BE PREPARED!
   - Begin Reviewing Early
   - Create Study Checklists
   - Identify all the material you will be tested on- notes, formulas, text assignments
   - Create Flash Cards
   - Review With a Group
   - Exercise
   - Get good night’s sleep before the test.

2. Approach the test with confidence
3. Don’t go to the exam on an empty stomach eat fruits and veggies
4. Allow yourself plenty of time before the test.
5. Arrive a little early
6. Be comfortable, but alert

During the Test

1. Read the directions carefully
2. If there is time, quickly look through the test for an overview…note key terms jot down brief notes, or underline key words.
3. Answer the questions in strategic order:
4. Do the easy questions first, moderate next, difficult last
5. Essay questions- broadly outline your answer and sequence the order
6. Budget your test taking time
7. If you go blank, skip the question and go on
8. Don’t panic
9. Review your answers
10. Make sure you answered each question. However, do not second guess yourself and change answers, unless you originally misread the question, or have encountered information elsewhere on the test that indicates that your first choice was incorrect.
Essay Questions

1. Read questions carefully; pay attention to words such as:
   - Analyze
   - Compare
   - Describe
   - Explain
   - Interpret
   - Prove
   - Summarize
   - Trace

2. Write a brief outline before answering question.
3. Begin your answer by rephrasing the question.
4. Make certain to include:
   - Introduction
   - Body
   - Conclusion

5. Thoroughly support your answer (specific examples when necessary).
6. If time does not allow you to finish the question, at least list your ideas.
7. Reread your answers; check for:
   - Completeness and clarity
   - Grammar
   - Spelling
   - Neatness

Multiple Choice Questions

1. Eliminate options you know to be incorrect.
2. If two answers are opposites, chances are one of them is correct.
3. Answers with the following words are usually incorrect: always, never, all, none
4. Answers with the following words are usually correct: seldom, generally, most, tend to, probably, usually.
5. Look for grammatical clues between the question and the choices. For example, the question and the correct answer often have verb tenses of the same tense and have nouns and verbs that agree.
6. “Look alike options” probably one is correct.
7. Number answers: eliminate high and low, consider the middle ranges.
8. If two choices are very similar, differing only in degree, the one expressed in more general terms is probably correct.
9. Use the content of the other questions as additional clues.
10. “All of the above”: If you know two of three options seem correct, “all of the above” is a strong possibility.
11. Carefully evaluate “all of the above” and “none of the above”. For each option, ask yourself if it is true or false.
12. When randomly guessing, the longest response is often the correct answer.
13. Attempt to answer questions without looking at the options.
**True-False Questions**

1. Break complex sentences into parts, and consider the validity of each part separately. *If part of the statement is false, the entire statement is false.*
2. Statements with the following words are usually false: all, only, never, always, because.
3. Statements with the following words are often true: seldom, generally, most, tend to, probably, usually, often.
4. Don’t read too much into the statement.
5. If you have to guess, as a general rule, there tend to be more true than false questions on a test.
6. For relationship questions (cause/effect and explanation through reasoning, words used: because, since, so, cause, effect, or reason) if you don’t know, guess false.