How to Take a Test

General Tips:
- Skim the entire test before beginning:
  - See how the test is organized (multiple choice, essay, etc.)
  - Budget your time according to the point value
- Read directions and questions carefully
- Do easy items first; save harder items for later
- Ask the instructor for clarification if a question is unclear
- Review the test when you are done:
  - Make sure you answered all questions completely.
  - Only change answers if you are certain your original answer was wrong.

Test-Taking Tips

Multiple Choice
- Pay attention to words like “not” or other negatives.
- Think of your own answer before looking at the choices; this helps prevent you from getting distracted by wrong answers that appear right.
- Read each answer in case there is a better choice.
- The correct answer should be grammatically correct.
- If you need to guess, use process of elimination to narrow down the possible answers.
- Look for hints in other questions on the exam.

True/False Questions
- Be wary of absolute words like “never,” “always,” or “all.” These are often false.
- Pay attention to words like “sometimes” or “often.” These are often true.
- Don’t look too hard for patterns; there likely isn’t an even mix of True and False answers.

Matching
- Match the items you know first; you don’t have to go in order.
- Mark out answers that you have already used.
- Find out if items will be matched exactly once, or multiple times.

Short Answer
- Keep it brief – usually one or two complete sentences is sufficient.
- Make sure you fully answer all parts of the question.
- Don’t leave it blank; at least try. You might get partial credit.

Essay Exams
- Make an outline!!! Even a quick outline will make the essay much easier to write.
- Be organized: include a thesis/introduction, supporting paragraphs, and conclusion.
- Use complete sentences and proper grammar.
- Make sure you fully answer or explain the essay question. Be detailed.
- Leave enough time to review and edit your essay.