

Strategies for Taking Tests

Multiple Choice Tests

- Answer questions in your head before looking at the answers. This helps you eliminate wrong choices.
- Mark questions you aren't sure of and come back to them later.
- If you are guessing between choices:
 - Eliminate any wrong answers and guess between the two best possibilities.
 - If the answer calls for sentence completion, eliminate answers that would not form grammatically correct answers.
 - If a test item seems unclear, for example if a question can be taken to mean two different things, then ask for clarification.

True-False Questions

- Look for qualifiers such as "all," "most," "sometimes," "never," or "rarely." Absolute qualifiers such as "never" or "always" generally indicate a false statement.
- Names, dates, and places are often used as the key to make a statement false.

Open Book Tests

- Prepare thoroughly for these tests; they are almost always the most difficult.
- Write out any formulas or important facts you will need on a separate sheet of paper.
- Mark important pages of your textbook with tabs, so you don't waste time flipping pages

Essay Exams

- Read all the questions first. Jot down any key ideas that occur to you as you read the questions.
- Notice and underline key words in the questions that give you a clue to what is expected in the answer.
- Plan the amount of time you can spend on each question based on the difficulty and the number of points you will get for it.
- Answer the easiest questions first.
- Answer all questions. If you don't know the precise answer, try to write a closely related one.
- Be neat and legible. If time permits, review your answers for grammatical errors, spelling, and legibility.

Problem Exams

- Write down formulas, equations, and rules before you begin working on the test.
- Work the easiest problems first.
- Show all work; label your answers.
- Check your answers when time permits.

