

TEST-TAKING TIPS

GENERAL TIPS

1. Before beginning the test, think of something positive and say it to yourself. Survey the test. Read all of the directions. Allot time for each section of the test. (i.e. 15 minutes of the true/false section, 25 minutes for the essay section).
2. If you are not sure of an answer, put a mark next to it. (Try using a and fill it with a dot when you have answered it.) Come back to the question when you have finished the test.
3. Change an answer only if you can think of a good reason. If you are not sure of an answer, you are usually better off if you keep your first choice.
4. When you are finished your test, always reread the questions and your answers.
5. Generally speaking, it is better to guess than to leave an answer blank.

TRUE AND FALSE TESTS:

1. Read each true - false statement completely and a number of times.
2. Watch for words such as ALWAYS, NEVER, ALL, EVERY, OFTEN, and USUALLY. If any part is false, then the answer is false.

MATCHING TESTS:

1. Carefully read the information in both columns. Look for the pairs of items that "match" or go together.
2. Begin by matching items you are sure go together. Mark the choices as you use them. Then go back and match items you are less sure of.
3. Use each item only once unless you are told to do otherwise.

MULTIPLE CHOICE TESTS:

1. Read the question over carefully. Then, see if you know the answer to the question before you look at the answers.
2. Read all of the choices given, even if the first or second one seems right.
3. Immediately cross off all of the answers you are sure are wrong.
4. Try to get the choices down to no more than two possible correct answers. Then choose the answer that you think is the best.
5. Always choose an answer unless you are told not to guess.

FILL-IN-THE-BLANK QUESTIONS:

1. Carefully read each sentence.
2. Try to figure out what word or words should go in the blank to correctly complete the sentence.
3. Write the word in the blank space.
4. Reread the entire sentence to make sure it is true and makes sense.

SHORT ANSWER QUESTIONS:

1. Read the question carefully. Paraphrase the question, if possible.
2. If the question has more than one part, number the parts.
3. Jot down the ideas you want to include in the answer before you begin writing the answer.
4. If you don't know the exact answer, but you do know something related to it, write down what you do know. You may get part marks for it.
5. Spend more time on questions that are worth more marks. Be sure to leave time to answer all of the questions.
6. Proofread your answers.

ESSAY QUESTIONS

1. Read the question carefully. If you have a choice of questions to answer, choose the one that you know the most about.
2. If the question has more than one part, number the parts so that you will remember to answer the whole question.
3. Before you start writing, THINK. Your essay should include the following parts:
 - a. thesis statement - a thesis statement is the central idea of the essay.
 - b. introduction - which should contain the thesis statement.
 - c. main body - which should include points that will develop the thesis statement.
 - d. conclusion - which should sum up the essay's contents.

Examples should also be noted in the outline.

4. Write your answer. Be sure to include all the items in your outline. Be sure that you have answered the question completely.
5. Reread your answer. Check your essay for content, style, and the mechanics (use C.O.P.S.).

