

TEST TAKING FOR THE PROFESSIONALS!

Multiple Choice Question Hints:

- Make sure you read and understand all of the directions. Read them twice.
- Is there one, or more than one, correct answer per question?
- First, guess the answer on your own before reading the choices.
- Then, read all choices before choosing the correct one.
- Put a line through any wrong answers (use the process of elimination).
- Make sure to answer every question unless you are penalized for guessing.
- When you get stuck, read the question (or the stem) with each possible answer one at a time. Which one sounds the best to you?

True/False Question Hints:

- Read the entire statement before answering.
- If any part of the statement is false, then the whole statement is false.
- Statements that use “**always**” and “**never**” are usually false.
- Don’t change your answer unless you are **sure** it is wrong. Your gut instinct is usually correct.
- Pay attention to words like “always, no one, only, all, or never”. They can either help you or be trying to trip you up!
- If you **must** guess, answer true (fun fact: your odds are better with true).
- Don’t over-analyze each question for a deeper meaning. Many are just as simple as they sound!

FILL-IN-THE-BLANK OR MATCHING HINTS:

- Look for clues in both groups of words (the questions and the answers). One group may give you hints and extra information about the other.
- Cross-off used answers as you go.
- Do the easiest matches first.
- Match the tough ones last through the process of elimination.
- Look for clue words before the blank that may give you information about the answer that fits there (vowel/consonant, singular/plural).
- Example Clue Word: An _____ occurred in early March of 1981. The word “an” tells you that your answer must begin with a vowel.

NUMBER TEST HINTS:

- Write clearly and make keep numbers in their proper spaces or columns.
- Make sure you have copied the problem correctly before working on it.
- Look for a certain place or way you are supposed to record your answer when you get it.
- Estimate the answer first. Get a “ballpark” answer in your mind.
- Work the problem before looking at any possible answer choices.
- Watch for “dead wood” information. Cross out any numbers or facts that have been thrown in just to cause confusion.
- Check your math on ALL problems – most wrong answers are due to simple mistakes.

Short Answer or Essay Questions:

- If you are given questions ahead of time, try to organize your notes according to each question.
- Map out an outline for each question you will need to answer.
- Make sure your outline has 1) Main ideas, 2) Supporting details, 3) Key words.
- Do your best to memorize this outline before you go in to take the test.
- As soon as you get your test, read over the questions and start with the one that will take the longest.
- Give yourself a time limit for each question.
- Immediately jot down the main ideas and some details in the margin. Then put them in order and explain them using good writing skills in your answer.

General Tips For Test Taking:

- Get a lot of sleep before the test and make sure to have a healthy breakfast!
- Look over the whole test first.
- Answer the easiest questions first.
- Budget your time. Don't get stuck on a question.
- Circle any questions you skip so you don't forget to come back to them.
- Highlight key words in the directions as you go.
- Use one part of the test to help you with another.
- Do a "brain dump" when you get your test. Write down formulas or specific information you remember that you may forget throughout the test.
- Ask if there is a penalty for guessing. If not, always make educated guesses.