

## General Test Taking Tips



- Be well rested
- Have adequate supplies; extra pen, pencil, paper
- Quickly survey entire test before you begin.
- Be positive, relaxed, focused, and confident
- Immediately after scanning the test, jot down reminders of things you might forget.
- Don't spend too much time on a problem you are stuck with if it is a timed test.
- Don't rush, but pace yourself, read the entire question and look for keywords.
- Ask the instructor for clarification if you don't understand what the test is asking for.
- Write legibly, if the teacher can't read it then it is wrong.
- Read the whole question, pay special attention to the verbs: compare, rank, prove...
- If you don't know an answer, skip it and go on with the rest of the test and come back to it later. On another part of the test you may find something that will help with that question.
- Don't worry if others finish before you, focus on the test in front of you. You do not get a higher score for finishing first.
- Prepare adequately so you are looking forward to doing well instead of fearing the experience and outcome.
- When you are finished look over the test to be certain you have answered all the questions and didn't misread or misinterpret the question. Watch out for careless mistakes.

## Short Answer Test Tips-Help

- Try not to leave an answer blank, show your work/write down your thoughts, even if you don't get the exact answer, partial credit is sometimes awarded.
- If you don't know the answer, come back to it after you finish the rest of the test and make an educated guess.
- If you can think of more than one answer for a question, ask the instructor what to do.
- Read the question carefully and make sure that you answer everything that it asks for; some short answer questions have multiple parts.
- Unless it is specifically stated that you don't need to, write in full sentences.

**It's a great day to be a Hawk!**

## Multiple Choice Test Taking Tips

- Read the question and come up with the answer in your head before looking at the answer choices, this way the choices given on the test won't throw you off or trick you.
- Be careful with bubbling. Mark the correct bubble and erase carefully. Also, fill out the entire bubble completely. The scanner only scans one point on the bubble, if this small point is not colored the answer will not scan and therefore be wrong.
- Eliminate answers you know aren't right. Literally cross them off on the paper.
- Read all the choices before choosing your answer.
- Consider carefully words such as "never," "always," "only," and "every"
- Always take an educated guess and select an answer.
- Don't keep on changing your answer, usually your first choice is the right one, unless you miss-read the question.
- In "All of the above" and "None of the above" choices, if you are certain one of the statements is true don't choose "None of the above" or one of the statements is false don't choose "All of the above".
- In a question with an "All of the above" choice, if you see at least two correct statements, then "All of the above" is probably the answer

## Essay Test Tips-Help

- Read the directions and questions carefully, take note of the verbs (describe, compare, contrast, prove...) and answer the questions the way the question as is asked.
- Make sure that you understand what the question is asking you, if not ask your instructor.
- Make sure that you write down everything that is asked of you and more. The more details and facts that you write down, the higher your grade might be.
- Budget your time, don't spend the entire test time on one essay.
- When writing your essay, try to be as neat as possible, neater papers often receive higher marks.
- Make a quick outline before writing your essay. This way your essay will be more organized and fluid.
- Focus on one main idea per paragraph.
- If you have time left at the end proofread your work and correct any errors.
- If you make a mistake, simply draw a line through it, it is much neater and quicker than erasing it.

## Matching

- Begin with the questions you are most certain about.
- Read through the entire list of answers before starting the questions.