

TEST TAKING STRATEGIES

FOR DIFFERENT
FORMATS

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Multiple Choice Tests (in general)

- * Read the directions carefully
- * Look for clues within the question and possible responses
- * Read and consider all responses even when they seem incorrect at first
- * Answer easy items first
- * Manage the time carefully
- * Keep an eye on the clock

Multiple Choice Cont'd (in general)

- * Don't spend too much time on any one question
- * Use all of the time allotted....Patience!
- * Make sure you haven't left out any answers or parts of answers
- * Save time at the end of the exam to review your test
- * Avoid changing answers: only change an answer if you are SURE the first one you chose is wrong

Multiple Choice Cont'd (difficult quest.)

- * Circle key words
- * Eliminate options you know are wrong
- * Question options that grammatically do not fit
- * Question options that are totally unfamiliar to you
- * Question options that contain negative or absolute words

Multiple Choice Cont'd (difficult quest.)

- * If you know 2 or 3 options seem correct, then “all of the above” is a strong possibility
- * IF YOU HAVE TO GUESS:
 - * The length of the choice can be a clue, choose the longest
 - * If 2 choices are similar, choose neither
 - * If 2 choices are opposites, choose one of them

Essay Questions

- * How are the responses scored?
- * Produce the essay the readers are looking for
- * READ DIRECTIONS CAREFULLY AND THOROUGHLY
- * Read over all the questions asked for the essay before you begin writing
- * Organization, clear thinking, and good writing are essential

Essay Questions Cont'd

- * THINK BEFORE YOU WRITE
- * A good answer:
 - * Starts with a direct response to the question
 - * Mentions the topics or areas described in the question
 - * Provides specific, as well as, general information
- * Make sure your writing is legible
- * Manage your time carefully – it's often not very long

Essay Questions Cont'd

- * Edit your writing sections for as long as you have time:
 - * PROOFREAD- nothing works better for raising scores
 - * Proofreading with “fresh eyes”-if you have time look over your writing after some time has passed if you can
 - * PATIENCE! USE ALL OF THE TIME ALLOTTED

Essay Questions Conti'd

- * DO NOT give a longer answer than allowed
- * AVOID extremely short answers
- * AVOID forcing “fancy” language
 - * CLEAR, PLAIN language is best
 - * Write with the language you use verbally daily
- * AVOID sentences that are too long.