

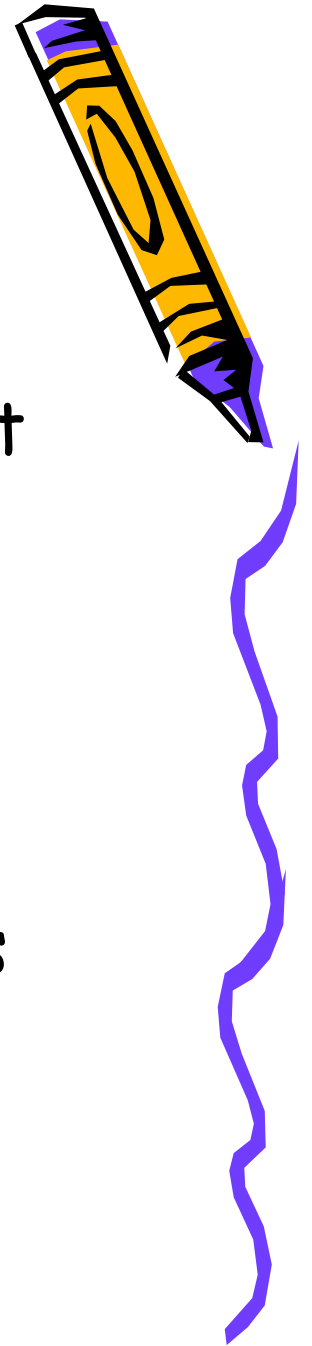
Test-Taking Tips

The Center for Excellence in
Teaching, Learning and Advising



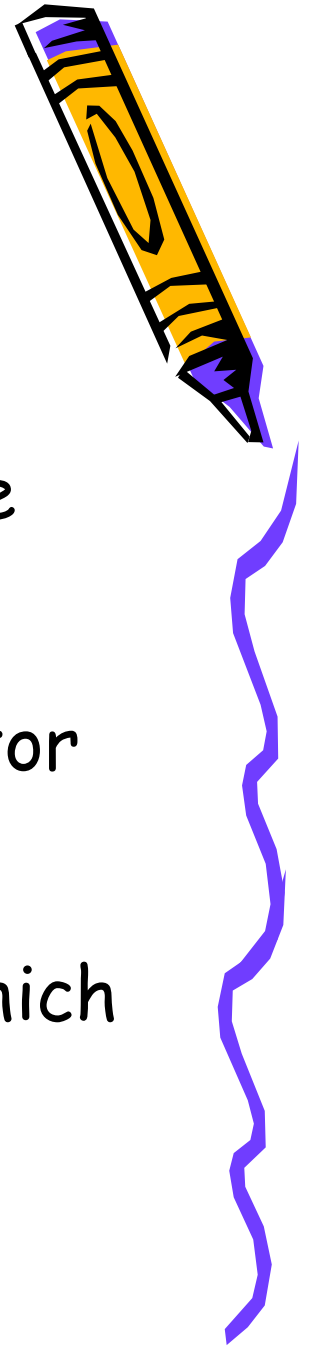
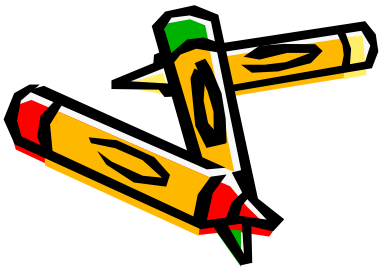
Test Preparation Tips

- Preparation should begin after the first day of class; this includes studying, completing homework assignments, and reviewing study materials on a regular basis.
- Ask the instructor to specify the areas that will be emphasized on the test.



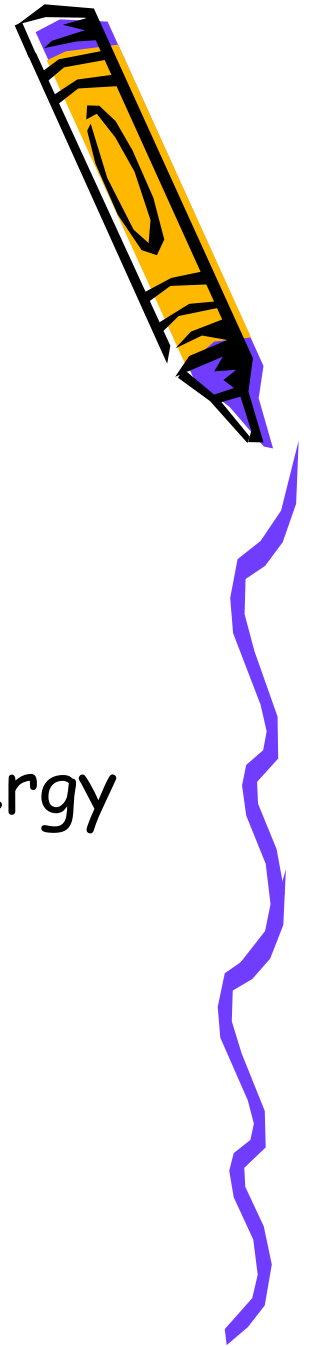
Test Preparation Tips (Continued)

- Manage your time - make sure you have sufficient time to study so that you are well prepared.
- Pay attention to hints that the instructor may give about the test.
- Ask questions regarding items about which you may be confused.



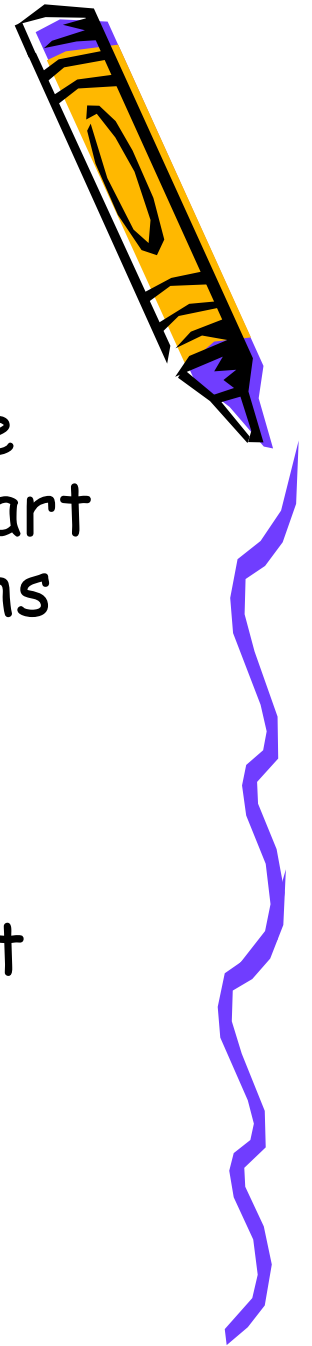
Test Preparation Tips (Continued)

- Study material from practice tests, homework, sample problems, review material, the textbook and class notes.
- Eat before the test; it will give you energy and help you to focus.
- Do not cram!



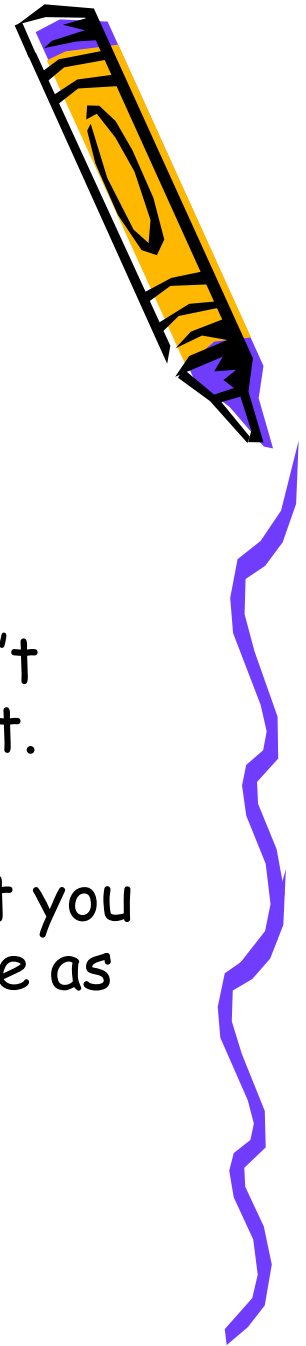
Test-Taking Tips

- Keep a positive attitude throughout the test, and try to stay relaxed. If you start to feel nervous, take a few deep breaths to relax.
- Do a quick survey of the entire test so that you know how to efficiently budget your time.



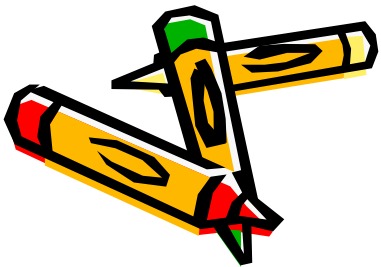
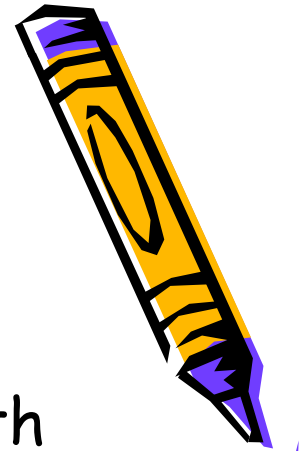
Test-Taking Tips (Continued)

- 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 s/he is asking for on the test.
- Write legibly - if the grader cannot read what you wrote, s/he will most likely mark your response as incorrect.



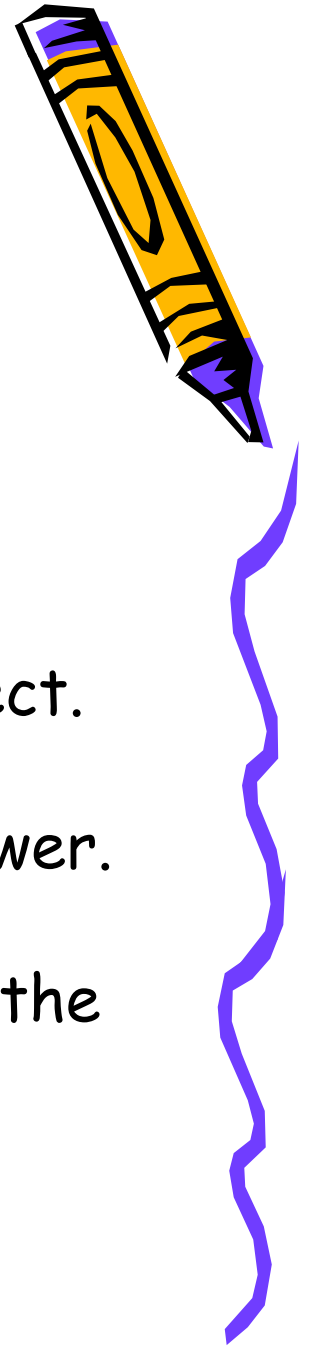
Test Taking Tips (Continued)

- If you don't know an answer, skip it. Go on with the rest of the test, and come back to it later.
- When you are finished, if you have time left, look over your test. Make sure you have answered all the questions. Only change an answer for which you misread or perhaps misinterpreted the question because the first answer that you choose is usually the correct one.



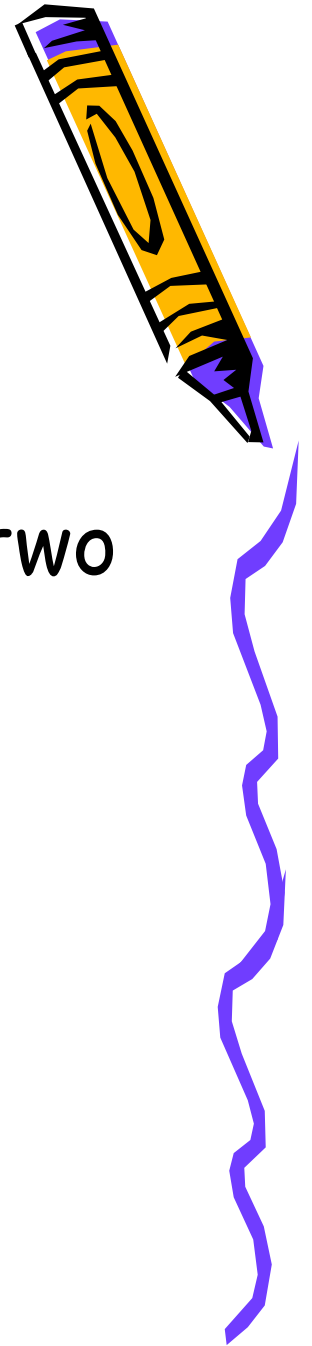
Multiple Choice Tests

- Come up with the answer in your head before looking at the possible responses. Then, the choices given on the test won't throw you off.
- Eliminate answer choices you know are incorrect.
- Read all the choices before choosing your answer.
- Usually the correct answer is the choice with the most information.



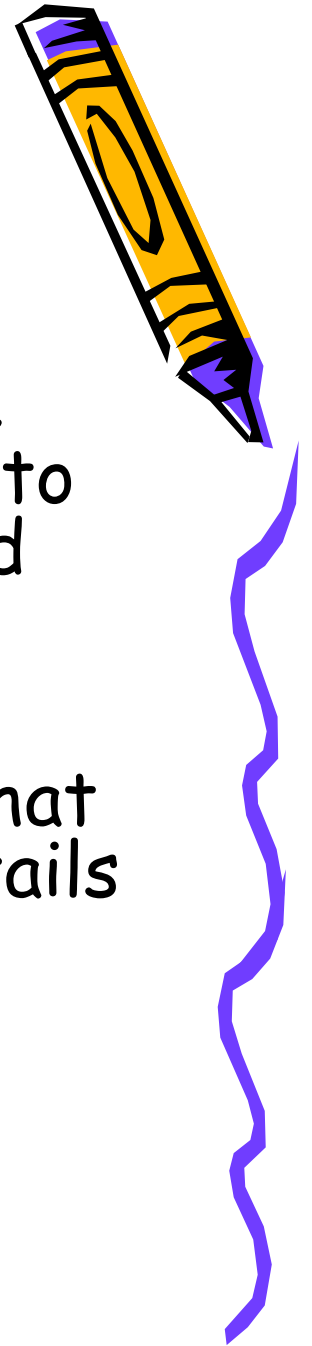
Multiple Choice Tests (Continued)

- If there is an "All of the above" option and you know that at least two of the choices are correct, select the "All of the above" choice.



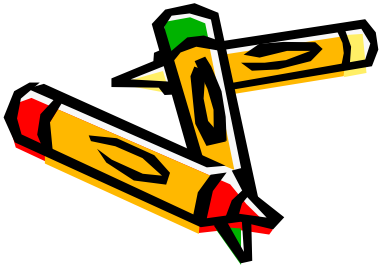
Essay Tests

- Read the directions carefully. Pay close attention to whether you are supposed to answer all the essays or only a specified number.
- Be sure to include all the information that is asked of you and more. The more details and facts you provide, the higher your grade is likely to be.



Essay Tests (Continued)

- If the question asks for facts, don't give your personal opinion on the topic.
- Make an outline before writing your essay. Your essay will be better organized. If you happen to run out of time, most instructors will give you partial credit for the ideas that you have outlined.
- If you are unsure about an exact date or number, then use approximations, i.e. "Approximately 5000" or "In the late 17th century".



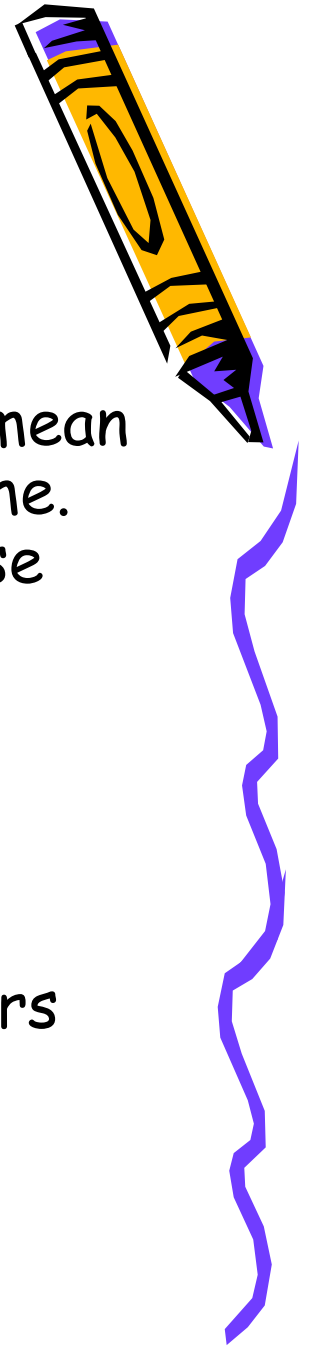
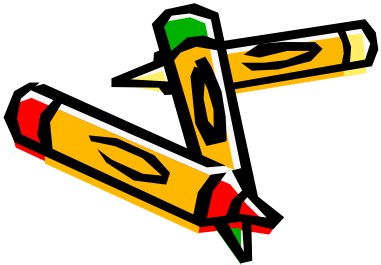
True-False Tests

- If there is no guessing penalty, guess. You have a 50% chance of getting the correct answer.
- If any part of the question is false, then the entire statement is false; however, just because part of a statement is true does not necessarily make the entire statement true.



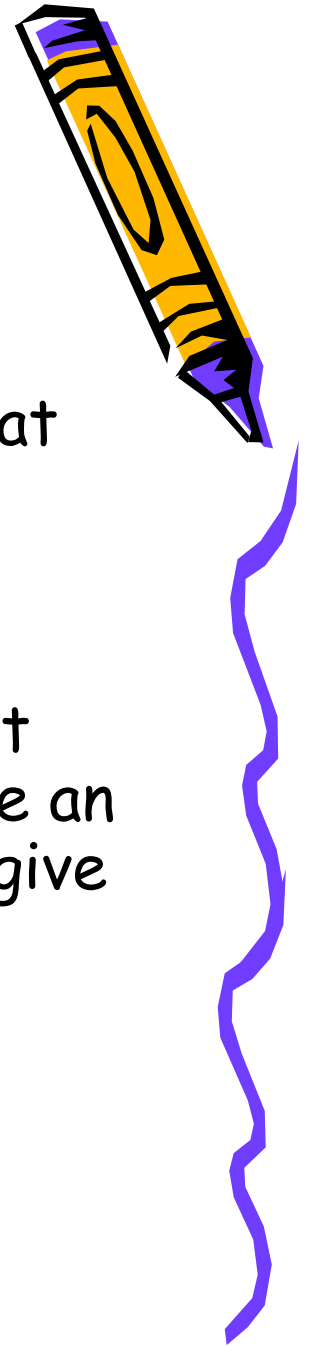
True-False Tips (Continued)

- Qualifiers such as "never, always, and every" mean that the statement must be true all of the time. Usually these types of qualifiers lead to a false answer.
- Qualifiers such as "usually, sometimes, and generally" mean that the statement can be considered true or false depending on the circumstances. Usually these types of qualifiers lead to an answer that is true.



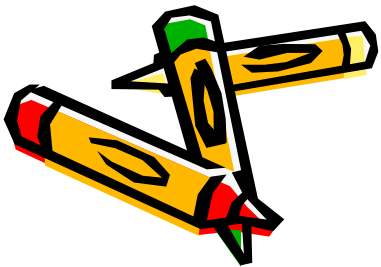
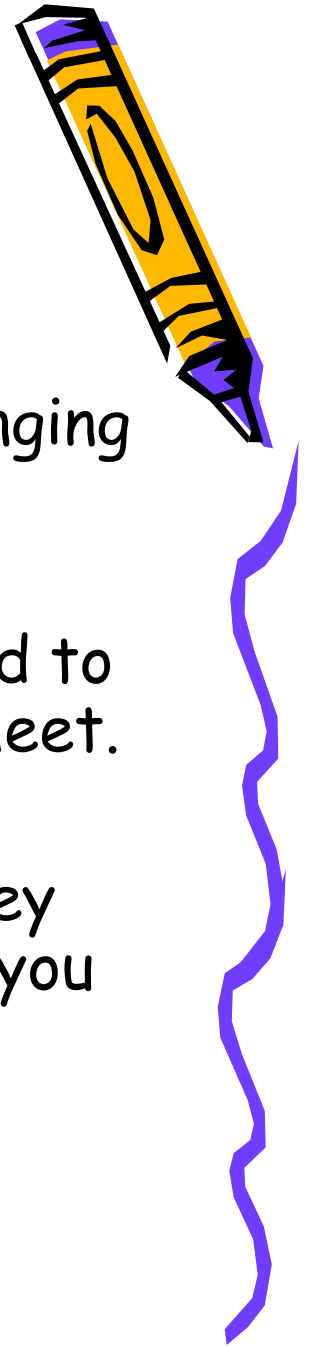
Short Answer Test Tips

- Read the question carefully, and make sure that you answer everything for which it asks; some short answer questions have multiple parts.
- If you do not know the answer, come back to it after you finish the rest of the test, and make an educated guess. Other parts of the test may give you clues to what the answer may be.



Math Test-Taking Tips

- Work on practice problems for each topic, ranging in levels of difficulty.
- Make up a sheet with all the formulas you need to know, and memorize all the formulas on the sheet.
- When you get your exam, write down all the key formulas in the margins of your paper in case you forget them in the middle of your test.



Math Test-Taking Tips

- Show all your work (especially when partial credit is awarded), and write as legibly as possible.
- Even if you know the answer is wrong, do not erase your work because you may get partial credit for using the correct procedure.

