

Test-Taking Tips



General Guidelines for Taking Tests

1. Be prepared.
2. Survey the exam.
3. Use time wisely.
4. Read directions and questions carefully, underline important words.
5. Attempt every question.
6. Actively reason through the questions, but don't read more into a question than the test writer intended.
7. Answer the easy questions first to develop confidence.
8. Review your answers.

Taking Objective Tests

• General Guidelines

- Use logical reasoning.
- Use information obtained from other questions.
- Look for qualifying words and key words.
- Always guess when there is no penalty for guessing.
- Review your answers.

• Multiple Choice Tests

- Anticipate the answer first, then look for it in the options given.
- Consider all the alternatives.
- Eliminate the wrong answers to give you a better chance to find the right answer.
- Come back to the item if you can't make a decision.

• True-False Tests

- Mark statements true only if they are true without exception.
- Don't read into the statement.

• Matching Items

- Read all the items through first.
- Know if items can be used only once.
- Do the items you are certain of first, working systematically.
- Mark answers as you use them.

• Fill in the Blank

- Fill in the blank with your best guess rather than leaving it blank.
- Choose words carefully.