TEST TAKING

General Strategies

- Get a good night's sleep.
- Eat a healthy breakfast.
- Listen to the teacher's directions.
- Read all directions carefully.
- Budget time to answer all questions.
- Answer easier questions first.
- If you are unsure about a question, mark it and return to answer it later.
- Change answers only if you are sure they are wrong.
- Guess if you don't know.
- Look for answers within the test. One question might include the answer to another question.
- Use all the time allowed. Check answers and reread directions.

Matching

- Read the answer list first to know all the possibilities.
- Do both columns have the same number of items? You might use an item twice or not at all.
- If items will be used only once, check them off to eliminate confusion.

Multiple Choice

- Read questions carefully. Watch for phrases such as "which is *not*..." and "...which is *incorrect*."
- Read through the entire question. Think of the answer, then read all of the possible answers.
- Cross out answers you know are wrong. Make a logical guess if you don't know.

Essay Tests

- Read all questions. Number them in the order you plan to answer them. Save the hardest for last.
- *Explain, define, compare, contrast, list, describe,* and *give the reasons* are clues on how to answer a question.
- Quickly outline your answer. Restate the question in the first sentence and write a simple introduction listing the points you will cover. Use transitions and explain each point using examples. Finally, restate your main points in a concluding paragraph. Try to keep your answer simple and concise.
- While writing, reread the question. Are you addressing the question and answering it thoroughly?
- Allow more time for harder questions and those worth the most points. Pace yourself so you can complete all the questions.
- Be as neat as possible. If you make a mistake, draw a line through the incorrect word(s), then continue.

True/False

- Read the statement carefully. If any part of it is untrue, the answer is false.
- Statements which include the words *all, never, no one,* and *always* are often false.

