

Test-Taking Tips

Multiple Choice

- Pay attention to words like “not” or other negatives.
- Think of your own answer before looking at the choices; this help prevent you from getting distracted by wrong answers that seem right.
- Look for hints in other questions on the exam.
- Read each answer in case there is a better choice.
- If you need to guess, use process of elimination to narrow down the possible answers.
- The correct answer should be grammatically correct.

True/False Questions

- Watch out for absolute words like “never,” “always,” or “all.” These are often *false*.
- Pay attentions to words like “sometimes” or “often.” These are often *true*.
- Do not force yourself to look for patterns; there probably will not be an even mix of True and False answers.

Matching

- You do not have to go in order, match the ones you know first.
- Cross out answers that you have already used.
- Check to see if answers could be matched once or more than once.

Short Answer

- Keep your answer brief; usually one or two complete sentences is enough.
- Do not leave answers blank. You have a better chance for partial credit if you at least try.
- Make sure you fully answer all parts of the question.

Essay Exams

- Make an outline; even a quick outline will make the essay easier to write.
- Organize your essay, including a thesis/introduction, supporting paragraphs, and a conclusion.
- Use complete sentences and proper grammar.
- Leave enough time to review and edit your writing.
- Make sure you fully answer/explain the essay question; be detailed.

Are You Really Prepared?

	Always	Sometimes	Never
Do you determine what content material is to be covered before you begin studying?			
Do you set goals for what you hope to accomplish each time you study?			
Do you set aside sufficient time to prepare for each exam?			
Do you develop a study plan over a number of days?			
Do you identify the specific study strategies you will use in each of your study sessions?			
Do you study in groups?			
Do you use study strategies other than rehearsal? (e.g. reading over notes, underlining content in textbooks, etc.)?			
Do you review your mistakes on past exams?			
Do you write questions to answer while studying?			
Do you combine information from your lecture notes and texts together according to themes or topics when you study?			