

## Test-Taking Skills Self-Assessment

As part of general test-taking strategy:

	Always	Often	Sometimes	Rarely
1. I stay relaxed during the test.				
2. I look at the entire test before I start.				
3. I read the instructions carefully.				
4. I concentrate even when distracted.				
5. I ask the instructor for help when confused.				
6. I move on when I get stuck.				
7. I look for clues in other parts of the test.				
8. I proofread my work.				

In multiple choice questions:

	Always	Often	Sometimes	Rarely
1. I read test items carefully and completely.				
2. When I'm uncertain which answer is correct, I take steps to rule out the alternatives that are wrong.				
3. I mark the correct answer clearly and consistently.				
4. I change my answers only when I am certain that I should do so.				
5. I guess when I do not know the correct answer.				
6. When stumped, I look for cues in the question's structure.				

On true/false questions:

	Always	Often	Sometimes	Rarely
1. I go with my gut.				
2. I avoid looking for patterns on the answer sheet.				
3. I analyze qualifying terms such as always or never.				
4. I try to find exceptions to the rule.				

On fill in the blank questions:

	Always	Often	Sometimes	Rarely
1. I do not spend time on a question when stumped.				

In short essay questions:

	<b>Always</b>	<b>Often</b>	<b>Sometimes</b>	<b>Rarely</b>
1. I write brief, logical answers.				

In essay questions:

	<b>Always</b>	<b>Often</b>	<b>Sometimes</b>	<b>Rarely</b>
1. I underline the verbs in the question to help figure out what kind of thinking I need to do.				
2. I think and outline before I write.				
3. I rewrite the question in my opening sentence.				
4. I write main ideas first and fill in the details and examples later.				
5. I write answers that are to-the-point without rambling or bluffing.				
6. I write for readability.				
7. I am careful in my use of humor.				

*\*\*The test-taking skills that you marked as “sometimes” or “rarely” are those that you should try to incorporate into your test-taking approach. Use this self-assessment to help you become a better test-taker.*