

TEST TAKING TIPS



BEFORE THE TEST

Budget your time: how long can you spend on each question? (consider time for the bathroom, to stretch, as well as time to correct your answers.

IN THE TEST

1. Flip through the entire test: **jot down** your first thoughts as you go through: These should be brief and quick.
2. Understand the question as you read it: circle **key words** and look for things like "**compare**", "**contrast**", "**explain**".
3. Keep your eye out for **double-negatives** or words like "**except**", "**including**", etc, as they completely alter the meaning of the question.
4. Multiple choice tests are loaded with **tricks**: be prepared to read over the questions and answers often enough to have a good grasp of the issue.
5. Uncover the possible answers **one at a time** and consider them thoroughly.
6. Do first what you know and can answer without difficulty, and then work on the harder questions. You'll gain confidence, have time to think, and won't leave any questions you do know unanswered. Other questions may spark your memory.
7. Seek clarification from the prof or invigilator, if necessary.
8. Attack the difficult questions with smarts and determination.
9. Guess what the right answer is, and write it down in the margins.
10. Use the process of **elimination**: cross out anything you know is wrong. If you don't know, use a **question mark**. If you know its right, use a **check mark**.
11. Select the **best answer**: if there are more than one that could be right, choose which one best answers the question.
12. Ignore any **patterns** that might emerge in the a's, b's, c's, and d's.
13. Review and proofread all your answers, but only change answers you know are wrong. Avoid second-guessing yourself, **your instincts are often right**.