

Test-Taking Strategies

IN GENERAL

- Survey the entire test
- Read the directions carefully. Make sure to understand what is expected
- Determine the point value for each question
- If you can write on the test, underline key words in the question
- Do not read into the question
- Pass over the difficult or debatable question on your first reading; come back to them after you complete those of which you are certain
- Use information from other questions to help your memory
- If you know you made a mistake, change your first answer
- Ask your teacher for an explanation if a question is not clear
- Pace yourself and watch the time to check your work at the end of class

MULTIPLE CHOICE TESTS

- Anticipate the answer, and then look for it
- When your anticipated answer is not there, move on and focus on the answers at hand. Discard any answers you know are wrong or silly
- When you have two answers left compare them to determine what makes them different
- If using a Scantron test watch your numbering and check it often

TRUE-FALSE TESTS

- Answers with **always**, **never**, **no**, and **all** indicate no exception and are usually incorrect choices
- True statements are true only if there are **NO** exceptions
- Any part of a statement that is false makes the entire statement false

MATCHING

- Stay in one column of the matching. The definitions are usually best.
- If the directions do not say "you may use an answer more than once." Then you must ask your teacher if you can

ESSAY TESTS

- Read the test question, and underline the important words
- Do a memory dump. Before you forget something important, write down some ideas or key words
- Expand on the key words as your ideas develop
- Organize an outline or a plan such as a web or list
- Write the answer
- Leave space so you have room to add something you might remember later
- Once finished, Review all answers and **PROOFREAD, PROOFREAD, PROOFREAD**