

## ***Test-Taking Tips***

- **Look over the Entire Exam before You Begin-** look to see how many sections the exam consists of and how many questions there are; have an idea as to what each section and question is worth.
- **Use Your Time Wisely-** start by quickly answering the easiest questions and then those questions that hold the most weight. Do not spend an excessive amount of time on any one question. If you get stuck on a question, move on and come back!
- **Attempt Every Question-** remember that questions that LOOK complicated and involved may not be so difficult once you start to answer them. Even if you can't reach a final answer, you may get partial credit for the work you show.
- **Read Directions and Questions Carefully-** be sure you know what each question is asking and how it will be scored. Be especially alert to key terms, knowing that just one word misread or misinterpreted may lead to an incorrect answer.
- **Actively Reason Though the Questions-** some students passively stare at problems, hoping that correct answers will pop up as if by magic. This is wishful thinking. Correct solutions come about when thinking about each part of the problem is aggressive and continual.
- **Ask the Examiner for Clarification When Necessary-** ask your professor if you do not understand a question because he/she may be able to clarify for you. At worst, your professor may not be able to give you any additional information.
- **Check Your Answers-** use any remaining time to look over the exam again and check your answers (especially if you know you tend to make a lot of little mistakes.)
- **Stay Positive-** keep your focus and give it your best! Even if the exam is tough, try to keep a positive outlook!

### **Tips for Specific Types of Exams**

**Multiple Choice-** try to anticipate the answer before looking at the choices; read all choices and eliminate options you know to be incorrect; go with your gut answer;

**True/False-** watch for added negatives and qualifiers like **all**, **always**, **never** and **sometimes**

**Short Answer/Essay-** read each question carefully and be sure you know what the question is asking you to do (ie. list, compare/contrast, describe, explain, draw); for longer essay questions, outline your answers before beginning to write;

