

HOW TO TAKE A TEST

General recommendations:

1. Make sure you have all the necessary supplies (scantron sheet, several pencils/pens, etc.) before you leave home.
2. Stop studying at least 30 minutes before the test!
3. Bring along some bottled water, hard candy or gum.
4. Arrive at least 10 minutes early and try to sit in the same location as you do during the lecture.
5. Write your name and important information on the test.
6. Preview the test.
7. Skip difficult questions and return to them later.
8. Ignore students who leave early. (*You've paid for your time through your student fees so USE IT!*)
9. Look over your answers at the end (unless you're the type who second guesses yourself and changes numerous items).

True-False Questions:

1. Assume the question is true unless it can be established that it is false.
2. Mark a statement false if any part of it is false.
3. Remember that absolute statements (never, all) tend to be false; generalized statements (many, most, some) tend to be true.
4. Watch for words like not," which will completely change the meaning of a sentence.
5. Remember that it is all right to guess on a true-false question: you've got a 50-50 chance of getting it right!

Multiple Choice Items:

1. Read the stem of the question and try to answer it before reading the options.
2. Read the question stems before reading the material if asked to read long passages and answer questions about the material.
3. Do not spend time on questions you are unable to answer.
4. Logically eliminate several alternatives.
5. Examine other items for clues.
6. Watch for words like "except" and "not" in the stem.

Essay Questions:

1. List all the facts/main ideas about the subject being addressed in the question (Assuming the instructor allows you to write on the test.)
2. Briefly outline the answer.
3. Begin the answer with an introduction; end with a summary.
4. Logically construct the body of the answer, moving from general to specific.
5. Proofread the answer.
6. Write legibly.

