

Test Taking Tips

Multiple Choice Questions

- Read the question before you look at the answer.
- Come up with the answer in your head before looking at the possible answers, this way the choices given on the test won't throw you off or trick you.
- Eliminate answers you know aren't right.
- Read all the choices before choosing your answer.
- If there is no guessing penalty, always take an educated guess and select an answer.
- Don't keep on changing your answer, usually your first choice is the right one, unless you misread the question.
- In "All of the above" and "None of the above" choices, if you are certain one of the statements is true don't choose "None of the above" or one of the statements are false don't choose "All of the above".
- In a question with an "All of the above" choice, if you see that at least two correct statements, then "All of the above" is probably the answer.

Matching Questions

- Read the question carefully before you begin matching items together. Make sure you understand what you are being asked to match.
- You should spend your time reading the column that has longer choices because you will be able to scan the shorter choices quicker as you go through the questions.
- Go through and match all those you are absolutely sure of first.
- Cross out each answer as you match it - this will help make it easier to see what choices you have left.
- Make your best guess on the rest of the answers - hopefully you will have eliminated some of the choices reducing your chance for error.

Short Answer Questions

- Use flashcards, writing the key terms, dates and concepts on the front and the definition, event, and explanations on the back.
- Try to anticipate questions that will be asked on the test and prepare for them. Usually what your instructor emphasizes in class will be on the test.
- Try not to leave an answer blank. Show your work/write down your thoughts, even if you don't get the exact answer, partial credit is usually awarded.
- If you don't know the answer, come back to it after you finish the rest of the test and make an educated guess. Other parts of the test may give you clues to what the answer may be.
- If you can think up of more than one answer for a question, ask the instructor what to do.
- Read the question carefully and make sure that you answer everything that it asks for. Some short answer questions have multiple parts.