

TEST-TAKING TECHNIQUES

GENERAL INFORMATION

Give yourself the advantage of a good start; be certain of the time, place and materials required for the exam; arrive with enough time to arrange your working conditions and build a calm, alert attitude. Avoid getting involved in a last-minute cram session with panicky classmates.

Regulate your speed to the time available, the point value of the question, and your own habits; allow time to look over your paper at the end.

Don't let lapses of memory produce anxiety of fear; such lapses are normal.

Don't waste time with emotional reactions to the quiz questions.

Objective Tests	Essay Tests
<p>Read directions carefully; listen for oral directions or corrections.</p> <p>Glance quickly through the test to plan your time and to see if your test form is complete and correctly collated.</p> <p>Do what you <u>know</u> first; there may be clues within the test to the difficult questions.</p> <p>Accept the questions at face value; don't read anything <u>in</u> or <u>out</u>.</p> <p>Watch carefully the meaning of questions containing double negatives.</p> <p>Give full attention to each question in turn; don't worry about one question while trying to answer another.</p> <p>Try to supply your own answer before reading the choices provided.</p> <p>Guess, unless there's a severe penalty. Change original answer if you have a <u>strong</u> hunch it's wrong.</p> <p>When using a separate answer sheet, keep it to the right of and close to the test booklet; check frequently to see that you are answering in the properly numbered space.</p> <p>Check for omitted questions</p>	<p>Read all essay questions before starting to write; as ideas come to you, jot them down on scratch paper.</p> <p>Make sure you understand what you have been asked to do: e.g., explain, justify, define, compare.</p> <p>Think before writing; make notes.</p> <p>Start with what you know; this reduces anxiety and facilitates clearer thinking.</p> <p>If the question seems ambiguous, vague, or too broad, make clear your interpretation before answering.</p> <p>Provide specific as well as general information; use the technical vocabulary of the course.</p> <p>Always write something; leave space at the end for additions to your answers.</p> <p>Write legibly.</p> <p>Check to see that your answers are clearly identified with the proper question.</p> <p>Proofread; even a few moments spent in correcting grammar, punctuation, and spelling may improve your grade.</p>