

## 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 or fear; such lapses are normal.

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

#### Objective Tests

Read directions carefully; listen for oral directions or corrections.

Glance quickly through the test to plan your time and to see if your test form is complete and correctly collated.

Do what you know first; there may be clues within the test to the difficult questions.

Accept the questions at face value; don't read anything in or out.

Watch carefully the meaning of questions containing double negatives.

Give full attention to each question in turn; don't worry about one question while trying to answer another.

Try to supply your own answer before reading the choices provided.

Guess, unless there's a severe penalty.

Change original answer if you have a strong hunch it's wrong.

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.

Check for omitted questions.

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#### Essay Tests

Read all essay questions before starting to write; as ideas come

to you, jot them down on scratch paper.

Make sure you understand what you have been asked to do: e.g., explain, justify, define, compare.

Think before writing; make notes.

Start with what you know; this reduces anxiety and facilitates clearer thinking.

If the question seems ambiguous, vague, or too broad, make clear your interpretation before answering.

Provide specific as well as general information; use the technical vocabulary of the course.

Always write something; leave space at the end for additions to your answers.

Write legibly.

Check to see that your answers are clearly identified with the proper question.

Proofread; even a few moments spent in correcting grammar, punctuation, and spelling may improve your grade

