

## TEST TAKING: WHAT WOULD YOU DO?

Read each statement carefully; decide whether each is true or false. To indicate your answer, circle "T" for true and "F" for false.

- T F 1. Test questions should be answered in numerical ascending order no matter how long it takes for each answer.
- T F 2. You don't need to bother with the directions given within the test. It's easy to figure out what to do without reading the directions.
- T F 3. If there is time left after finishing the test, you should review your answers, especially those you weren't sure of.
- T F 4. Even though there is a time limit on the test, it's okay to spend as much time as necessary on each question.
- T F 5. When you're not sure of the answer to a question, you can sometimes eliminate choices and then guess from the remaining choices.
- T F 6. With a multiple-choice question, you don't need to read all the possible choices before answering.
- T F 7. After answering each question, it's a good idea to make sure you have marked the answer you meant to mark.
- T F 8. The more nervous you are while taking a test, the better your chances of getting a good score.
- T F 9. You are in the testing room. The test supervisor has just explained about taking the test and asks, "Are there any questions?" You should not ask questions if no one else does.
- T F 10. Suddenly you realize that you marked the answer to question 25 opposite number 26 on your answer sheet. This means that you probably skipped an answer somewhere and you should go back to find where the error occurred.

## ANSWERS

1. **False.** Test questions should be answered in the order they appear until you come to a question you can't answer or aren't sure of the answer. You should leave that question blank and go on to questions that you can answer. If you have time, you can go back to that questions and spend more time on it later. Spend your time on questions that you are most likely to get right.
2. **False.** It's important to be very sure that you understand the directions given on the test. Otherwise you might be giving wrong answers to questions when you really do know the answer. You should become familiar with the test directions before the test, and then you need only read the directions quickly to be sure of what kind of test questions to expect.
3. **True.** Use every available minute to review the test and to work on the more difficult questions.
4. **False.** You should pace yourself so that you spend your time on questions that you have the best chance of getting correct. Within each question type, the easier questions come first, except for the reading comprehension questions. Some question types take longer to answer than others.
5. **True.** This is a good way to increase chances of picking the correct answer, even when you don't know the answer.
6. **False.** Often multiple-choice question directions tell you to pick the best answer. You have to read all of the choices to be sure you have picked the best answer.
7. **True.** If you are not careful to mark the answer in the right place, the scoring machine will count your answer wrong even though you knew the right answer. Check often to be sure that you are answering the same number question as you are marking on the answer sheet.
8. **False.** A little anxiety may help you do better by focusing your attention on the test, but very high anxiety may have the opposite effect, making you worry about the test and how you're doing instead of using your energy to work on the test questions.
9. **False.** Ask questions until you are sure you understand what you are to do with the test. The supervisor can't help you with the answers, of course, but he or she has the responsibility to explain anything about the oral directions or the testing situation that is not clear to you.
10. **True.** Otherwise the answers that are in the wrong place will probably be scored as wrong.