

Test Taking Tips

There are basically four types of exams: True-False, Multiple Choice, Fill-in-the-Blank, and Essay.

True-False Tests

Mark a statement true unless you know it is false because True/False exams generally contain more “true” than “false”.

Assume a statement is false if it contains words such as every, all, and always.

Assume a statement is false if any part of it is false .

Essay Tests

Essay tests are a bit different than objective exams. In an essay, you will want to first try to figure out exactly what the teacher wants. In order to do this, you should read the directions carefully and look for the following key terms:

Compare-explain similarities and differences

Contrast-explain differences only

Define-give a precise and accurate meaning

Describe-give a mental impression

Discuss or explain- give reasons, facts, details that show you understand.

Illustrate-explain by using examples

Justify-construct an argument for or against and support with evidence

Summarize-condense main ideas

Multiple Choice Tests

If you know the material, first answer the question in your mind and then choose the answer closest to that on the exam.

If you do not know the material and can't figure out the answer, then guess.

If you know the material somewhat, use the process of elimination to weed out the correct answer.

On most tests, there are four options:

- A really crazy or stupid answer that you might pick if you had no idea what you were talking about.
- An answer that sounds right, but is not even close.
- An answer similar to the correct answer.
- The correct answer.

If you can weed out the first two, you have increased your chances of getting the right answer by 50%.

Options such as “all of the above”, can be tricky. Make sure to carefully read all answers before answering.

Fill in the Blank Tests

Decide what kind of an answer the statement needs. Is it a date, person, or place?

Make sure your answer completes the statement logically and grammatically.

Look for key words in the statements.

Develop a Routine

- ✓ Arrive on time
- ✓ Jot down memory cues when you first receive the exam.
- ✓ Look over the test.
- ✓ Notice which questions are worth the most points.
- ✓ Time yourself accordingly.
- ✓ Read the directions carefully.
- ✓ Do the easy questions first.
- ✓ Skip and return to difficult questions.
- ✓ If you don't know the answer, GUESS.
- ✓ Control your concentration.
- ✓ Wear layered clothing so you won't be too hot or too cold.
- ✓ Bring more than one writing utensil.
- ✓ Check your work.
- ✓ Make sure that you are present when the instructor reviews the test with the class so that you can learn from your mistakes.

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Student Support Services is a Title IV TRiO Program funded by the U.S. Department of Education. All services are FREE to qualified students.

Eligibility for Services

To receive services, students must be:

- First generation college student and/or
- Eligible for financial assistance and/or
- Disabled

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