

Chart XXII

Helpful Test-Taking Strategies

For Multiple Choice Items

- Look over the entire exam before you start.
- Underline or circle key words that could change meaning (i.e. not, except, least, never, etc.).
- Eliminate choices that you know are incorrect first.
- Stick with your first answer if in doubt.
- Answer easier items first.
- Periodically check alignment of the answer sheet with the proper question.

For True/False Items

- Pick “True” unless you can prove otherwise (all parts must be “True”).
- Underline or circle key words.
- Be careful of both “absolute” and “qualified-type” statements.
- Guess unless penalized for doing so.

For Matching/Fill-in-the-Blank Items

- Read items very carefully.
- Match/complete easiest items first.
- Look for key words and concepts.
- Guess when only several matches are left.
- Look at grammar/sentence structure.
- Think carefully using logic.

For Essay-Type Items

- Read question carefully focusing on key words (i.e. “describe”, “define”, “list”, “compare”, “contrast”, “evaluate”, etc.).
- Use an outline and identify main points.
- Use a graphic organizer.
- Open and close the essay by focusing on the purpose.
- Use references and resources to support key points.
- Be sensitive to technical aspects of writing (i.e., sentence structure, grammar, spelling and punctuation).
- Proofread if time allows.
- Be conscious of time.
- Write clearly and legibly.