# Test-Taking Strategies

## General Rules
- Read instructions to find out the types of questions and where the most points are. Don't take long. Just get a basic idea, so you can plan an attack.
- Divide your time to allow enough time to cover the whole test.
- Determine if there are an equal number of points for easy and hard questions. If so, do the easier ones first.
- Make sure you understand exactly what each question is asking (list, explain, compare, contrast, etc.)
- If you don't understand the question or it is very hard, mark it with an “X”, and go to the next question. You can return to it later. This saves time and prevents anxiety. You may even find the answer hidden in other questions.

## Objective Questions
- Only leave blanks or unanswered questions if there’s a penalty for guessing. If there is no penalty, guess only when you can eliminate one-half (at least) of the choices, and can make a correct choice.
- Read the questions quickly but carefully.
- Don’t change your answer later, unless you are sure of the change. Your first answer is more likely correct. Lots of changes are more apt to hurt than help.
- Write legibly.

## Essay Questions
- Outline your answer before writing it. This insures that you include key ideas for which you will earn points.
- Define the terms used in your answer. This helps to clarify your answer.
- Use subheadings for longer answers.
- Use examples to support your main points.
- Polish your answers; write legibly. Allow enough time to ask and answer these questions:
  - Have I misread or misinterpreted the question?
  - What did I leave out?
  - Have I made careless mistakes?

## Multiple Choice
- Eliminate obviously incorrect answers first.
- Read and answer questions quickly.
- If you can’t answer immediately, avoid frustration by moving to the next question. Mark it with an "X" and come back when you have finished with the other questions.
- When finished, go back and check for correctness.
- Reread the questions, if time permits.
- If you don’t have enough time to reread all the questions, go back to the ones marked with an "X" because you were uncertain about the answers.
- Never change an answer when rereading unless certain that the new answer is right.

## Matching
- Make sure to read the directions carefully. Sometimes opposites or similar items are matched.
- Answer easier ones first. This saves time.

## True-False
- Never waste a lot of time pondering.
- If you can’t answer immediately, avoid frustration by moving to the next question. Mark it with an "X" and come back when you have finished with the other ones.
- Don’t go back and change any of your answers unless you are absolutely sure of the change.