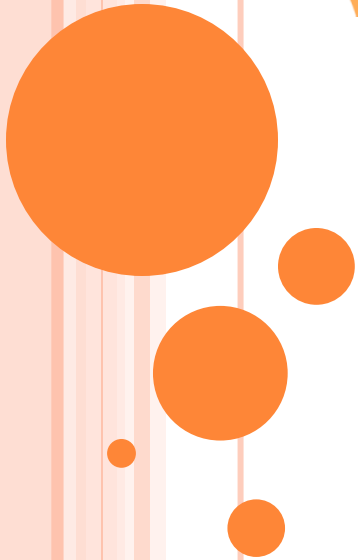
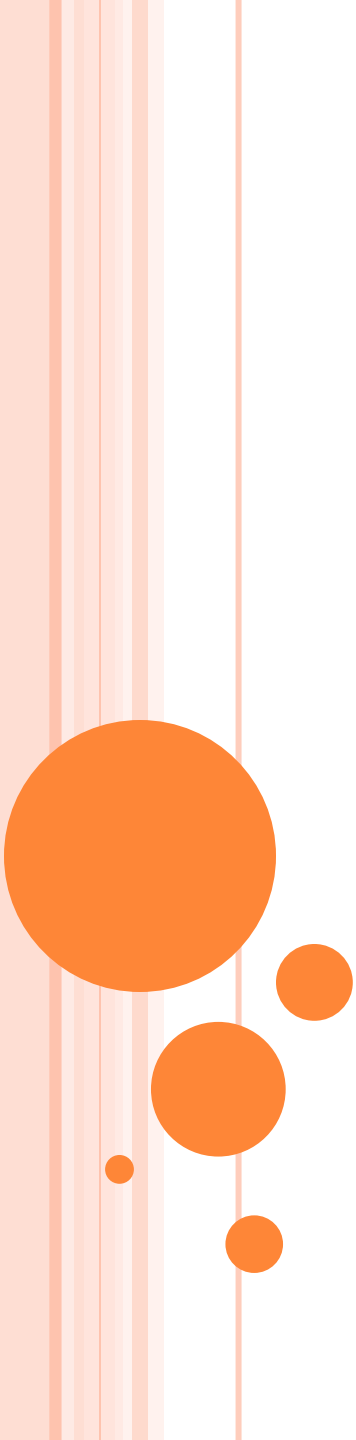




TEST-TAKING TIPS





TEST PREPARATION

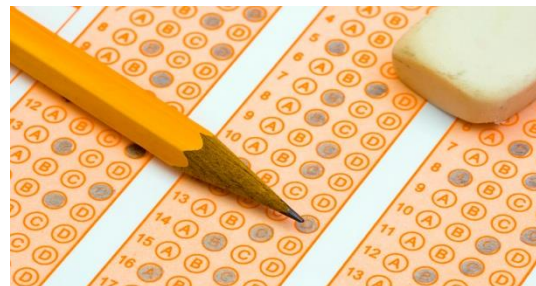
+ WHAT YOU KNOW

**+ HOW WELL YOU
UNDERSTAND HOW TO
ANSWER TEST QUESTIONS**

= TEST SUCCESS

TEST-TAKING BASICS:

- Read & follow ALL directions carefully. This is NOT the time to skim.
- Budget your time
- Skip over difficult questions
- When in doubt, take an educated guess
- Check your work carefully



READ & FOLLOW ALL DIRECTIONS CAREFULLY



*You'll always be wrong if you do the
wrong thing! Careful attention to
directions can make a big difference in
the outcome!*



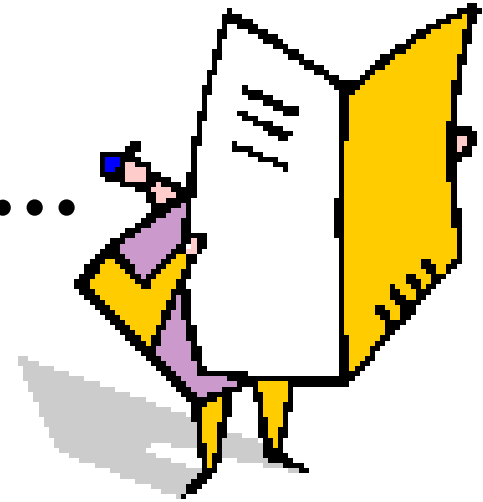
SPOKEN DIRECTIONS...



- Before you begin any task,
listen carefully to *all* directions.
- Don't stop listening
until the speaker has stopped talking.
- Don't assume you know what
the speaker is saying.
- If you don't understand what you've heard,
ask questions.



WRITTEN DIRECTIONS...



- Before beginning a task,
always read directions *completely*.
- If you don't understand what you've read,
ask questions.



BUDGET YOUR TIME



- Pace yourself so that you have time for all of the questions
- Look at a clock occasionally, so you know roughly how much time you have left to complete the test.
- For example: You have 30 minutes to take a 60 question test. You should spend roughly 30 seconds on each question.



SKIP OVER DIFFICULT QUESTIONS

- Do all the questions you can answer easily 1st then go back to the difficult ones. This will save you time and give you confidence!



- If a question still seems too difficult, skip it & move on to a question you can answer. You can always go back once all the other questions are completed.



WHEN IN DOUBT, TAKE AN EDUCATED GUESS



- If you lose *no* points for an incorrect answer, answer every question.
- Narrow down the possible answers to 2 or 3, then choose the one you feel is best.



CHECK YOUR WORK CAREFULLY

- Leave a few minutes to review all of your answers.
- Look for calculation, spelling, grammar, punctuation errors.
- Only change an answer if you're sure it is wrong!



TYPES OF TESTS

Objective

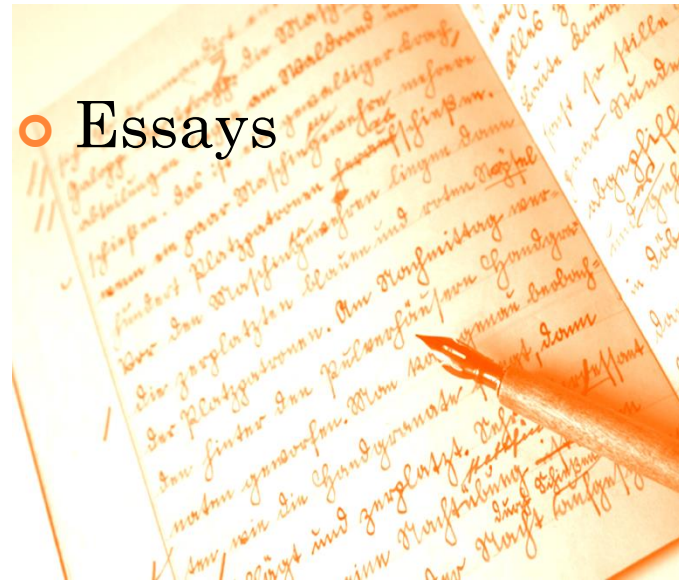
Recall of specific factual information:

- Matching
- True/False
- Multiple Choice
- Fill-in-the-Blank

Subjective

Tell what you know about a subject:

- Essays



STRATEGIES FOR MATCHING TESTS:



- Read all directions
- Count all choices in each column.
 - If one column has more choices than the other, work the column with fewer choices 1st
 - If both columns have the same number, 1st work the column with the explanations because they may contain clues.
- When you choose an answer, cross it out.



STRATEGIES FOR TRUE-FALSE TESTS:



- Statements are either entirely true or not true.
- Some key words make the statement always true, sometimes true, or never true.
 - Words that mean “all” or “never” will *usually* signal the statement is false.
(all, always, every, only, none, never)
 - Some words are more often found in true statements.
(some, usually, probably, often, except, mainly, sometimes)
- In order to be true, the *entire* statement must be true.

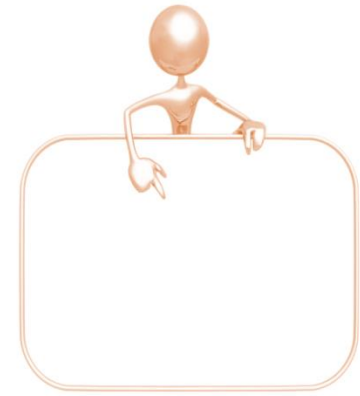
STRATEGIES FOR MULTIPLE CHOICE TESTS:



- Read the question & attempt to predict an answer *before* reading the answer choices.
- Read all answer choices & eliminate all impossible answers – cross them out.
- Choose the answer that makes the most sense.
- ✳ Negative questions (“which is NOT...”) seem difficult because it’s easier to recall facts that are included. Read each answer choice & decide if that fact was included.



STRATEGIES FOR FILL-IN-THE-BLANK TESTS:



- Read the 1st statement & write the answer if you know the information that will make it true.
- If you're unsure of the answer, skip it & go on.
- After you've filled in all you can, go back & look for key words.
- If a word bank containing all possible answers is provided, cross out each word after using it.



STRATEGIES FOR ESSAY TESTS:



- Questions with these words require **relevant** info about the subject:

Describe Discuss Outline Prove
Explain Review List State

- Questions with these words require **specific facts** in a **specific way**:

Compare Contrast Compare & Contrast Define

- Questions with these words require **your opinion** backed up by **facts**:

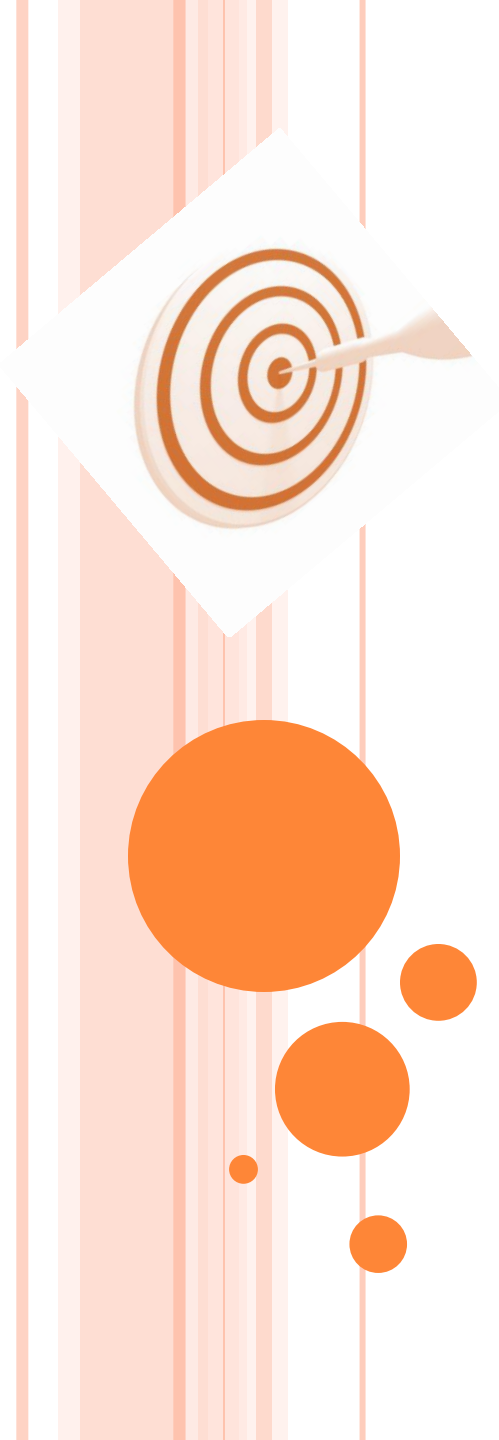
Criticize Evaluate Interpret Justify



AND MOST IMPORTANT...RELAX!

- The more nervous you are, the harder it will be to concentrate.
- Calm nerves before the test by preparing yourself!
- Take a few deep breaths throughout the test to calm yourself.





TEST PREPARATION

+

WHAT YOU KNOW

+

**HOW WELL YOU
UNDERSTAND HOW TO
ANSWER TEST QUESTIONS**

= TEST SUCCESS