

Test – Taking Tips

- ✓ Write out any formulas or acronyms before you begin.
- ✓ Budget your time.
 - Skim the entire exam and estimate how much time you have for each question/section. Be sure to note the sections you can complete most easily and those worth the most marks.
- ✓ Read exam directions and questions thoroughly.
- ✓ Underline key terms in questions.
- ✓ Postpone the difficult question.
 - Start with the questions you find easy, mark the questions you are unsure of and come back to them later.
- ✓ Review answers and be sure to answer all questions.
 - Don't be too eager to change your answers as your first response is usually the correct one. Change your answer only if you have a good reason for changing it.

Strategies for Writing Specific Types of Exams

Multiple Choice:

- ✓ Cover the answers
- ✓ Read the question carefully & underline key words
- ✓ Answer the question in your head
- ✓ Read all answers available and select the “best” answer

Matching:

- ✓ Do the easy questions first
- ✓ Cross out answers as you use them
- ✓ Use the process of elimination to help you

True/False:

- ✓ Make sure that **all** parts of the answer are true before marking it “True”
- ✓ Beware of absolute words (e.g. all, always, never). They often mean it is “False”

Essay:

- ✓ Read essay topics carefully. Key words include: *analyze, compare, contrast, define, describe, evaluate, illustrate and summarize*
- ✓ Be sure you understand the question posed and that you answer it in your essay
- ✓ Create an outline prior to writing
- ✓ Write your essay as if the reader doesn't know anything about the subject to ensure your answer is thorough
- ✓ Proof read before you hand in your exam