

Tips for Tackling Tests

Strategies for Multiple Choice Questions

- Read directions carefully. What is the question asking for?
- Underline key words and phrases.
- Read each question and *generate your own responses* before looking at the choices.
- Look at one option at a time, and treat each answer as a true or false question.
- Eliminate answers you know are incorrect, and cross them out if possible.
- Read all choices before settling on one.
- Note that the longest choice is often correct.
- Note “all of the above,” “none of the above,” “all except” language.
- Look for Red Flag and Absolute Words.

Strategies for Essay Exams

- Analyze each question carefully. *What are you being asked to do?*
- Plan your essay. *Organize your thoughts before you start to write.*
- Write your paragraphs using your outline. *Have a beginning, middle, and end.*
- Take the last few minutes to review your essay.
- If you run out of time, outline the remaining questions for partial credit.

Strategies for Short Answer Questions

- Always define terms included in the question/prompt.
- Explain the significance and implications (the why and how). *Why did you study this concept in class? Why is this concept important? How does this concept work?*
- Include examples!

Strategies for True-False Questions

- Use examples to *try to prove that a statement is false.*
- Look for two-part statements. For a statement to be true, everything about the statement must be true.
- Do not look hard for a hidden meaning.
- Use the rest of the test for information.
- Trust yourself. Only change your answer if you are certain that you should.
- Absolute qualifiers often make a statement false (always, never, etc.).
- Statements with soft qualifiers are more likely to be true (some, most, usually, rarely, seldom, etc.).
- If a statement has two negatives, cross out both negatives. This will make it easier for you to understand the statement.