**Taking a Test – Test Wise**

1. **General Tips**
* **Best Arrival**
	+ **Be rested and prepared – have a good night’s sleep, be positive**
	+ **Be punctual – no rushing and silly nervousness, sit in the front**
* **Plan your attack**
	+ **Read/listen to directions**
	+ **Scan the whole test and plan your order and time mgt**

 **• Take it Easy at First**

**•Do easy or point heavy questions first. This way you can**

 **have success or can get the big points**

 **• Think it Over**

 **•Look it over and check your work. Don’t change an**

 **answer unless you KNOW that what you put down is**

 **wrong. Make sure there are no blanks.**

 **•Be neat. Messy writing can be marked wrong!**

1. **Types of Tests**
* **T/F**
	+ **Make mark clear**
	+ **Don’t get stuck on a tricky one. Mark and go back**
	+ **50/50 chance for guessing!**
	+ **Look for absolutes (always, never, none)**
* **Multiple Choice**
	+ **Read carefully, read statement and try to think of answer on your own**
	+ **Pick the one that matches your own answer best.**
	+ **Skip then go back on dif questions**
	+ **Use process of elimination, then guess if nesc.**
* **Matching**
	+ **Mark off used choices as you go (slash)**
	+ **Read from longer column to save time (ex. read the def, rather than the word)**
	+ **Be sure not to double up and write clearly**
* **Fill in – Short Answer**
	+ **Mark and go back to ones you don’t know**
	+ **May find clues in the test**
	+ **Give at least a partial answer**
	+ **Never leave a blank**
	+ **Use grammar clues and length/# of blanks to help figure out the answer when you’re stuck**
* **Essay**
	+ **Realize you have to think things out & read directions carefully**
	+ **Plan out your time, do easiest first**
	+ **Look for essay verbs to figure out what to do**
	+ **Make a plan or write down notes**
	+ **Leave space at the bottom in case you want to add more**
	+ **Give SOMETHING. Don’t leave it blank.**