**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.**