

Taking Specific Types of Tests

General Strategy for Successful Test-Taking

- Put your name on your test.
- Read closely ALL the directions on the test
- Scan the entire test to see what kinds of questions are asked and which ones seem easy or hard.
- Organize your time.
- Make sure you understand the questions.
- Answer the questions that you know and do not labor over the difficult ones.
- If you get stuck on a question, try to remember a related fact.
 - Look for answers in other test questions. Often a term, name, date, or other fact you have forgotten will appear somewhere else in the test.
 - Move on to the next question if memory aids do not help.
- Your first choice is often but not always the correct one.
- Mark your choices clearly.

How to Approach Specific Types of Testing

True/False Questions:

- Be alert in determining where you are to put your X or check.
- If any part of a true-false statement is false, the answer is false.
- Be wary of statements with special or absolute words. Statements using “never,” “always,” or “no one” are likely to be false, as well as extreme statements.

Multiple-Choice Questions:

- Remember that the correct answer is given. Your job is to find it.
- Check the directions to see if the questions call for more than one answer.
- Clarify what the question is really asking by asking yourself a question based on the test question. This can help you determine the wrong answers.
- Answer each question in your head before you look at the possible answers. If you can come up with the answer before you look at the choices, you eliminate the possibility of being confused by them.
- Mark questions you can't answer immediately, and come back to them later.

For educated guesses:

- If two answers are similar, except for one or two words, choose one of those answers.
- If the answer calls for a sentence completion, choose answers that form grammatically correct sentences. (Just be aware that sometimes tests simply contain mistakes.)
- If answers cover a wide range (5, 76, 87, 109, 500), choose a number in the middle.

Matching Sections:

- Check to see if there are the same number of items in each column. Often more answers are given than terms to be matched.
- Start with the column containing **lengthier choices**. Read the first item in this column, and look through the column with **shorter items**.

___ 1. Alphabet soup

___ 2. Kleenexes

___ 3. Basketball

___ 4. Mickey Mouse

___ 5. Calvary Bible College

A. A sport involving free-throws, three-pointers, and rebounds

B. An educational institution Christians often attend to find a soulmate

C. Something which projects a person's voice

D. A warm, liquid food which has noodles in the shape of letters

E. A brand of tissue used to blow one's nose

F. The face of Disney

*Reading the lengthier choices first to find the matching items will save you time since you will read the shorter answers multiple times instead of the lengthy ones.

- Then follow the directions to mark the matching items. If each answer will only be used once, be sure to check off the items that have already been used.
- Match all the items that you are sure fit together.
- Match all the items that you think might fit together.
- Finally, check the lengthy answer column once more to see which items are left and match those with those remaining in the short answer column.
- Keep moving! Mulling over these questions usually results in wrong answers.

Direct Answer or Completion Tests:

- You have to come up with the correct response by filling in the blanks.
- Sometimes a direct answer test will just ask a question, and you'll be expected to provide a short response. Watch closely which question word is being used: "Who?" "Why?" "How?" "What?" "When?" "Where?"
- Be sure you understand the instructions for the direct answer test. If the question calls for one name or word and you give two, you will be wrong.
- Sometimes, the length of the line you're supposed to fill in may give you a clue to the answer. The number of broken lines may indicate the number of words also. However, these things are not always true.
- Be sure to place your answers in the right spot.

Open Book Tests:

- When studying for this type of test, highlight or underline any formulas you will need. It may also be helpful to write them down on a separate sheet of paper.
- Place tabs on important pages of the book so that you don't have to waste time looking for information.
- If you plan to use your notes, number them and make a table of contents.
- Prepare thoroughly for open-book tests. They are often the most difficult.

Essay Tests:

- Read the entire exam before proceeding with the first question.
- If you have a choice of questions, select and mark those questions you feel sure you can answer well, and do so.
- Write out a rough time budget for each question. Base this on the amount of points it is worth.
- Establish a time schedule for the test. Estimate how much time you want to spend on each section, type of question, or essay question
- Read each question through thoroughly, and make sure you understand it. Answering the wrong question (an incorrect interpretation of the question) will be graded accordingly.
- Begin to write. Make an outline of the main points you want to cover. Get right to the point.
- Start off by including part of the question in your answer.
- Organize your answer as simply as possible. Divide the essay into three parts: a brief introduction; a body, containing all the major points and supporting facts; and a brief conclusion, containing a summary of the major points and a final statement of your personal opinion.
- Review and edit your essays. Proofread each essay for correct grammar, spelling, and punctuation. Check for any missing key points that need to be inserted.
- Answer all the questions. Leave a few minutes for review.
- Neatness will be an asset to your professor's grading of your test.