



Hints for Specific Types of Tests



The following are general tips that may be helpful. There are no magic hints or formulas that will help you with each and every test. Studying and preparing well are always your best bet.

Multiple Choice Tests



1. Read through the entire test and answer the questions you know.
2. Read each question carefully. Identify key words. Rephrase questions in your own words.
3. Some students find it helpful to read the question and try to recall the answer from memory before looking at each of the choices.
4. Make sure you look at all choices before choosing an answer.
5. As you read through the possible choices, mark through the ones you know are wrong. This will save time if you have to come back to the question later.
6. If two choices appear to be equally correct, eliminate the response that appears to be least related to the question being asked.
7. If you are not certain of an answer, guess. Narrow down your selection to two responses and then compare them and identify how they differ. Finally, make an informed guess.
8. Change answers only if you have a good reason for doing so.

True/False Questions



1. If part of a statement is true and part of it is false, the statement is false.
2. Pay close attention to qualifiers such as *always*, *never*, *only*, *often* and *frequently*.

Matching



1. Matching sections on exams often test your knowledge of definitions, names, and events.
2. Review the entire section before beginning.
3. Match up those terms you are sure of first. Cross out matches as you use them.

Essay Tests



1. Read directions carefully. Ascertain whether or not you must answer all the questions and if your test time is limited.
2. Read all questions before beginning. If you can select questions to answer, choose those for which you are best prepared.
3. Pay attention to key task words in essay questions, such as *discuss* or *define*.
4. Write focused, organized answers.
5. If you begin to run out of time and do not have time to write complete sentences, quickly list the information you intended to include in your essay answer. You may gain extra points by letting the professor know what you know.