

Test Taking Strategies

Open-Book/Open-Note Test:

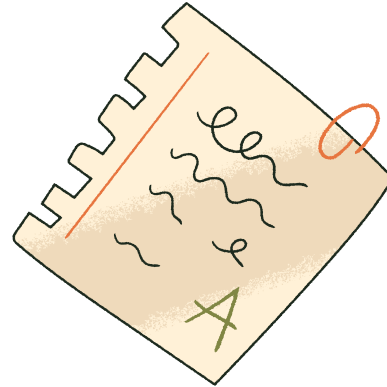
- Write down any formulas you need on a separate sheet
- Organize your notes to save time when flipping pages
- Use the glossary/table of contents as a tool to find important information
- Be familiar with the readings and notes to recognize key concepts

Short Answer/Fill-in the Blank:

- Concentrate on key words and facts
- Keep it brief
- Know your subject backwards and forwards

Essay Questions:

- Clearly understand what the question is asking
- Make a quick outline before you start writing
 - Helps you write faster, makes you less likely to leave out facts, and ensures you include only relevant information
- Be sure to fully answer the question, not just including all the facts you know about the subject



Multiple Choice Questions:

- Read directions thoroughly
- Read all answers before answering
- If you have no idea what the answer is:
 - Eliminate all answers you are confident are not correct
 - If it calls for sentence completion, eliminate the answers that would form grammatically incorrect sentences
 - If two quantities are almost the same, choose one of these
 - If answers cover a wide range, choose one in the middle of the range

True/False Questions:

- Read carefully, as one word can make a statement inaccurate
- Answer these questions quickly and go with your first instinct
- Look for qualifiers like, *all*, *most*, *sometimes*, *never*, or *rarely*
- Pay special attention to absolute qualifiers like *always* or *never* should be