

Test taking can cause a great amount of anxiety. While nothing replaces regular review of notes, you can use these suggestions to help you best prepare for different types of exams, enabling you to focus your studying and reduce your stress.

General Test Taking Tips

- ❖ Relax! Breathe deeply and take your time.
- ❖ Read everything carefully including the instructions. It's better to read a question two or three times than to rush.
- ❖ If you are completely stuck on a question, move on to the next one and return later. There may be helpful clues coming up, and thinking about something else might help you remember.
- ❖ Put a star next to questions that you are not completely sure about after you've answered them. This way, you can quickly find them later if you have extra time.
- ❖ Time permitting, review ALL of the test questions before you turn in your test! Finishing early can be very tempting but it's not worth making silly mistakes that you would have found upon review.

Multiple Choice Test Tips

- ❖ Read the question before you look at the answers.
- ❖ Come up with the answer in your head before looking at the possible answers, this way the choices given on the test won't throw you off or trick you.
- ❖ Cross out answers that you know aren't right.
- ❖ Read all the choices before choosing your answer.
- ❖ If there is no guessing penalty, always take an educated guess by selecting the answer that makes the most sense.
- ❖ Don't keep changing your answer, usually your first choice is the right one, unless you miss-read the question.
- ❖ In "All of the above" and "None of the above" choices, if you are certain one of the statements is true don't choose "None of the above" or one of the statements are false don't choose "All of the above".
- ❖ In a question with an "All of the above" choice, if you see at least two correct statements, then "All of the above" is probably the answer.
- ❖ A positive choice is more likely to be true than a negative one.
- ❖ If there is an "All of the above" option and you know that at least two of the choices are correct select the "All of the above" choice.
- ❖ Usually the correct answer is the choice with the most information.

Adapted from <http://www.testtakingtips.com>