

TEST TAKING STRATEGY

1. Multiple choice. Eliminate the choices in the question that you know are incorrect and work only with the remaining.
2. When two out of four choices are opposites, pick one of those two as the best guess.
3. Avoid pairs. If question 28 is known to be B, avoid guessing B in 27 or 29.
4. Non-answers (“Zero,” “None of the above”) are usually poor guesses.
5. In questions asking for the most or the least, pick the answer next to the most or the least. (Most: 5 8 9 15 30)
6. “All of the above” is generally a good guess.
7. Longest multiple choice answers are good guesses.
8. If two out of four choices are almost identical, pick the longer of the two.
9. If a question asks for a plural (or singular) answer, make sure you pick the plural (or singular).
10. When limiting words are used (all, never, always, must, etc.) false is usually the best answer.
11. When general terms are used (most, some, usually, could, might, etc.) true is usually the best answer.
12. Exaggerated or complex answers are generally false.
13. Answer every question, even with a best guess as you go. Identify those you’re not sure of with a mark. Review these on a second pass.
14. Fill-in-the-blank exams. Never leave a question blank. Give it your best guess. You might guess correctly. And even if you don’t you might get partial credit just for coming close.
15. Essay exams. Say as much as you can, use short paragraphs, and write legibly. Volume, quality, clarity and neatness pay off.
16. Reread directions before turning in an exam. Did you define terms when you were asked to compare them? Use the entire period to double check.
17. Answers quite often pop up in other questions. Keep that thought in mind.
18. First impressions (initial guesses) are often the best. If an answer comes to you from out of the blue, it’s probably your right brain at work. Don’t fight this intuition unless you’re sure it’s wrong.

19. When a question is difficult to visualize, draw it.