***TEST-TAKING TIPS***

**FOR SHORT-ANSWER EXAMS:**

1. Estimate how much time you have to answer each question. If some questions are worth more points than others, plan to spend more time answering them.
2. Do the easiest questions first.
3. Write what you do know – even if you don’t know the complete answer. (The very *act* of writing may spark your memory.)
4. ***Never leave early!!*** Review your answers, make corrections, add more information . . .

**FOR ESSAY EXAMS**:

1. Read all of the questions first. Underline key words, such as “discuss”, “explain”, and “compare”. THEN, jot down your initial thoughts.
2. Start with the easiest questions. Draft your answer, leaving space between lines and in margins. For rewrites/corrections.
3. Use short, simple sentences to make your points.
4. Answer more difficult questions last. ***Use all of the allotted time.***

**OBJECTIVE EXAMS – MULTIPLE CHOICE, MATCHING, ETC:**

1. Solve questions in the order given. Circle ones you “skip” and return to them if time permits.
2. Read each choice carefully. Beware of words like: “often”, “sometimes”, and “always”. Select the answer that is **most** correct. (Even wrong answers may be partially true.)
3. **THINK AS YOU READ!!** Eliminate the choices you know are wrong and then make an “educated” guess.
4. Finish the exam – then go back to any questions you skipped, use all of the time allowed.