Test Taking Strategies

Before you start
- Skim the entire exam
- Write down important formulas/acronyms before you start
- Budget your time
- Show up at least 10 minutes before the test
- Go to the bathroom before you enter the exam room
- Organize your materials for test day the night before (pencils, eraser, calculator)

General Hints
- Read directions carefully
- Skim the entire exam first
- Start on your preferred type of question, or answer the easy questions first
- Check to make sure you are answering what the question is asking
- Write neatly
- Don’t spend a lot of time on low mark questions
- Look for clues to questions you don’t know in other questions
- Use all the time allocated
- Never leave a question blank
- Do the problems worth the most marks first

Before you hand in your exam
- Review your answers; check your calculations
- Do not change answers unless you are really sure of the change
- Check that your name is on your paper
- Check that you have answered all questions
- Make sure your responses line up on the scantron bubble sheet
- Maintain a positive attitude
Strategies for Specific Types of Questions

Short answer
- Read the question twice
- Use question value to determine effort required
- Outline your answer, noting all points
- Leave space between questions to expand your idea if necessary

Word problems / Formula required
- Identify type of problem
- Underline the key facts
- Think of the process & outline the steps
- Plug facts into the process
- Show all steps & calculations
- Remember to use the correct units of measurement

Matching
- Match the easy pairs first
- Cross out answers as used
- Use the process of elimination

True/False
- Make sure all parts are true before marking 'T'
- Beware of "absolute" words i.e. always, never, most
- Make an educated decision or guess

Fill in blank
- Factual/memory questions
- Look for clues in context & in other questions
- Use process of elimination if given a box of possible responses

Multiple choice
- Approach question as if short answer
- Answer the question in your mind and THEN look for answers
- Read all answers before choosing the BEST answer
- Use the process of elimination

Open book
- Be very familiar with materials; index and cross reference.
- Practice questions while using the materials
- Commit some information to memory, bookmark and label key pages/theories