Guide to Test Taking for Coastal Carolina University Students

“Smart Student Series”
By the Office of Accessibility and Disability Services
Preparing for the Test

- Find out the test format. Just knowing how the test is organized will help you prepare for a test.
- Go over any practice test, homework, sample questions, notes and assignments that relate to the test.
- Arrive early for the test. This will give you extra time to go over your notes and get clear instructions from the instructor.
- Relax. The more anxious you are, the less likely you are to do well.
Taking the Test...

- Do a quick overview of the test so you know where to budget your time.
- Read the directions carefully. Don’t make assumptions about what the questions might say; this will help you avoid careless mistakes.
- Don’t be afraid to ask the instructor questions about the test if you don’t understand.
- Answer the easiest questions first. This may help you make associations with the more difficult questions.
- Don’t spend too much time on a problem if you are stuck, especially if time is a factor. Try to eliminate answers you know aren’t right and make your decision based on the remaining answers.
More Test Taking Strategies...

- If you don’t know an answer, skip it. Finish the rest of the test and then come back to the question. Other parts of the test may provide you with information that will help you answer the question.
- Resist the urge to leave after you’ve finished the test. If you have extra time, look over your test. Make sure you have answered all questions and didn’t make any careless mistakes.
- Only change an answer if you misread or misinterpreted the question. Your first answer is usually the correct one.
- Proofread spelling, grammar and punctuation on short answer and essay questions.
Strategies for answering difficult test questions
MULTIPLE CHOICE

- Eliminate answers you know are incorrect.

- Question options that have words like, “always”, “every”, “never”.

- If two options are complete opposites, one of them is usually the answer.
SHORT ANSWER

- Focus on keywords that directly answer the question.

- Try guessing with some common sense.
TRUE/FALSE:

- No, never, always, and every imply that the statement is true 100% of the time.

- If any part of the statement is false, the answer is also false.
Before you begin, make a brief outline and number the items in the order you will write about them.

Get right to the point. Your main point should be in the first sentence of your writing.

Avoid definite statements that have the words “always”, “every”, or “never”.

Summarize your ideas in the last paragraph to be sure you got your point across.
References:

- http://www.arc.sbc.edu/testpreparation.html
- http://www.studygs.net/tsttak1.htm
- http://www.testtakingtips.com/
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