

Test Taking Tips

1. The most important thing is to read the question. What is the question asking (or telling) you to do? You need to answer the question that is being asked.
2. When you have data for graphing, think about what you want your "audience" to know about the data. Be sure your graph communicates this information.
3. You might partially answer a question correctly, but if your answer is not complete, you cannot earn full credit even if everything you do write is correct.
4. Sometimes you might include information in your answer that is not accurate. Your instructor can't sift through what you write and extract only those parts that are relevant to the answer or correct. Points are deducted for incorrect information included in your answers.
5. Sometimes you might do more than is asked in a question. That's fine (and sometimes amazing) and points are not deducted when the information is accurate, but you might have spent so much time on this question that you do not have sufficient time for others.
6. Multiple choice questions require you to recall or recognize or sometimes analyze information that you have been learning. We expect you to make that information "part of you" to recall and make the best choice among those offered.
7. True and false questions require you to absolutely know the information. A false statement is designed to "trick" you.
8. Written questions often require you to have processed information assigned sufficiently to explain, interpret and apply what you have learned. These are often different levels of thinking than multiple choice questions.
9. When a question says "explain" or "describe" you need to discuss "how"
10. When a question says "define", you need to state "what"
11. When a questions says to "compare and contrast" you have to say how whatever you have been asked about are similar and how they are different.