OBJECTIVE QUESTIONS
1. Use time wisely.
2. Read all directions and questions carefully.
3. Attempt every question, but do the easy ones first.
4. Actively reason through the questions.
5. Choose the answer which the test maker intended.
6. Anticipate the answer, then look for it.

TRUE AND FALSE QUESTIONS
1. Look for absolute qualifiers such as: always, all, nearly. If one is present, the question will probably be false.
2. Look for relative qualifiers such as: often, frequently, or seldom. These will probably be true.
3. If any part of the question is false, the whole question is false.
4. If you don’t know the answer, guess; you have a 50-50 chance of being correct.

MATCHING QUESTIONS
1. Make sure you understand the directions for matching the items on the lists. For instance, can you use an item more than once?
2. Answer long matching lists in a systematic way, such as checking off those items already used.
3. Do the matches you know first.
4. Eliminate items on the answer list that are out of place or incongruous.
5. If you don’t know the correct matches, guess.

SHORT ANSWER QUESTIONS
1. Write no more than necessary.
2. With sentence completion or fill-in questions, make sure your answers are grammatically correct.
3. Make sure your response makes sense.
Preparing for Questions on Tests

MULTIPLE CHOICE QUESTIONS
1. Anticipate the answer, then look for it.
2. Consider all the alternatives.
3. Relate options against each other.
4. Balance options against each other.
5. Use logical reasoning.
6. Use information obtained from other questions and options.
7. If the correct answer is not immediately obvious, eliminate alternatives that are obviously absurd, silly or incorrect.
8. Compare each alternative with the item of the question and with other alternatives.
9. Whenever two options are identical, then both must be incorrect.
10. If any two options are opposites, then at least one may be eliminated.
11. Look for options that do not match the item grammatically. These will be incorrect.

ESSAY QUESTIONS
1. Find out what the professor wants to see as evidence.
2. Learn the professor’s point of view.
3. Determine the criteria that will be used to judge your answers.
4. Read the entire test through before starting.
5. Budget your time according to the point value of each question.
6. Use work sheets to jot down ideas, organize your answers, and remember details (dates, formulas).
7. Use the question, turned around, as your introductory statement.
8. Note whether you are to define, list, or compare in order to give the professor what he/she is looking for.
9. Organize your answer as in any well-developed paragraph by expressing your main idea and then using supporting facts and details to prove your statement.
10. Use facts to support your arguments.
11. Use the technical language of the subject.
12. Use examples, charts, and other illustrations to make your answers more exact.
13. Unless there is a penalty for guessing, answer all questions even if you are not sure.
14. Use partial answers and outlines if you are not sure or are running out of time.
15. Proofread your answers for clarity, grammar, spelling, punctuation and legibility.

Questions?
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Adapted from: http://www.pstcc.edu/counseling/_files/pdf/test-taking-hints2.pdf