

Strategies for Different Test Formats

MATCHING:

- Matching usually consists of dates, people, places and vocabulary.
- Read the directions carefully.
- Read each column before you answer.
- Determine whether there are equal numbers of items in each column.
- Many times, instructors will include more items than necessary.
- Match what you know first.
- Cross off what you have already used, so that you no longer look toward it as an option.
- Use the process of elimination for the answers you might not be sure of.

TRUE-FALSE:

- Typically this is the trickiest of the testing formats.
- Read each statement carefully to determine whether it is true or not.
- Pay attention to words that could make a statement true, such as few, some, many or often.
- Pay attention to words that could make a statement false, such as never, all, every, or only.
- Pay attention to double negatives, such as not unlawful.
- Remember that if any part of a statement is false, then the entire statement is false.
- Answer every question, unless there is a penalty for guessing.
- At least, there is a 50/50 chance of answering the question correctly.

MULTIPLE CHOICE:

- Read every question and try to answer it before you read the answers provided.
- Look for similar answers; one of them is usually the correct response.

- Answers that contain extreme modifiers, such as always, every, and never, are in most cases incorrect.
- Cross-off answers that you know are incorrect.
- Even if you know that A is the correct answer, be sure to read all the options before selecting your answer.
- When the options are all numbers, usually the highest and lowest are incorrect.
- A joke is typically wrong.
- The most comprehensive answer is often correct.
- The longest answer is often correct.
- Don't linger on any questions. Sometimes other questions or answers can trigger the questions you missed.
- If you must, make an educated guess, and answer all questions unless there is a penalty for guessing.

SHORT ANSWER AND FILL-IN-THE-BLANKS:

- You are to supply the answer to a question or statement yourself.
- Read each question carefully, and be sure that you know what is being asked.
- Be brief in your response.
- Give the same number of answers as there are blanks.
- Don't assume that the length of the blank indicates the length of the correct answer.
- Your initial response is usually correct.
- Pay close attention to the word immediately preceding the blank. For example, if it is an, then your response will begin with a vowel.
- Look for key words in the sentence that may trigger your response.
- Be sure to reread the sentence with your response to decide whether your answer fits the statement.

ESSAY QUESTIONS:

- Essay tests can be the easiest of the test formats to take, because they provide you with the chance to show your instructor what you really know.
- Essay tests require you to supply an answer.
- Try to be as concise and informative as possible. Sometimes more is not always better. Your professor would rather see 1 page of intelligent and

well-organized material than 5 pages of fluff.

- Always write a thesis statement for each answer.
- Be sure to outline your thoughts before you write.
- Watch spelling, grammar and punctuation.
- Use specific details, such as dates, places, people, where appropriate.
- Answer all parts of the question.
- When you conclude your answer, try to summarize your main points for clarity.
- Write neatly.
- Always proofread your answer.
- Stick to the facts; try to avoid overly opinionated answers.