

**Eastern Mennonite University
Academic Support Center**

Test/Exam Time

1. Look the test over.
2. Read the directions. You may save yourself work.
3. Do the easy questions first.
4. If you have a choice of questions, try to do the ones that count the most.
5. Answers to essay questions should contain the facts, show a relationship between the facts, and have conclusions supported from readings and thoughts.
6. Objective Tests
 - a. Answer all questions you are sure about first and put a small mark by the ones that give you trouble.
 - b. If you guess, put down the first answer that occurs to you.
 - c. It is usually not wise to change an answer, unless you are positive that another answer is right.
 - d. Chances are that *always, never, all, or none* make a false statement. However, each statement must be read critically.
 - e. In multiple-choice questions, first eliminate the obviously wrong answers, and then make your choice from the remaining ones.
 - f. If you can narrow your answer to two choices, it is usually better to guess than not to mark it.
 - g. In matching, match the items you are sure of; then decide on the more difficult ones.
 - h. If possible, in completion questions, insert a technical term or key phrase exactly as it appears in the textbook.

-excerpted from *Successful Study* by James C. Coleman and Frieda Libaw
with considerations by E. L. Burns.