

# Types of Tests

## Essay questions

- Read each question and start with the easiest one.
- Brainstorm before you begin writing. Jot down the key words, ideas, and points you want to cover.
- Use complete sentences and write neatly.
- In the opening paragraph, tell the reader what he/she can expect to learn from your essay.  
In the middle paragraph(s), present examples, facts, and details to support the points you're making.  
In the final paragraph, restate the most important points, draw conclusions, or write a summary.

## Math tests

- Before you begin to solve a problem, estimate the answer.
- Show all of your work and write neatly.
- If you're having difficulty with a problem, try drawing a picture or diagram.
- Don't spend too much time on any one problem. Finish the test, and then go back to the problems you had trouble with.
- If you have time, do the problems again to see if you come up with the same answers.

# Reduce Test Anxiety

**A little anxiety before a test improves your concentration and alertness. Excessive worry or test anxiety, however, can lower your test scores.**

If test anxiety is interfering with your test performance, try the following:

- Replace irrational thoughts (*I have to ace this test*) and negative thoughts (*I'll never pass this exam*) with thoughts that are realistic and positive (*I've studied hard - I'll do fine*).
- Mentally practice going through the test. Visualize yourself walking into the classroom, taking the test, and answering the questions correctly.
- Walk into the classroom with your head up and your shoulders back. If you act more confident, you just may feel more confident.
- Before you start, take a deep breath and slowly release it. Relax, and do your best.

***If you continue to have problems with test anxiety, talk to your counselor.***



**WOODBURN PRESS**

**Classroom Success InfoGuide**

Taking Tests

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823-19

# Taking Tests

**Strategies and tips to help you do your best on quizzes and tests**





# Test-Taking Tips

# Types of Tests

## Taking Tests

- ▶ Do you get overly nervous when you take tests?
- ▶ Do you sometimes run out of time?
- ▶ Do you have a hard time answering essay questions?
- ▶ Are your test grades lower than you'd like them to be?

*If you answered yes to any of the above, now is the time to work on improving your test-taking skills.*

Doing well on tests involves more than studying the material. You also need to be a smart test taker.

Smart test takers know strategies that improve their confidence and help them choose the right answers.

***In this InfoGuide you'll find a number of test-taking strategies that will help you perform better on tests—and get better grades.***

**Whenever you're taking a quiz, test, or final exam, keep these tips in mind.**

### Get off to a good start

- ▶ Have everything you need for the test when you go to class.
- ▶ As soon as you get your test, write anything you want to remember at the top (names, formulas, dates, etc.). Then read the directions.



### Develop a plan

Before you begin answering questions, quickly look over the entire test and decide how much time you'll spend on each section or question. For example, if a test has 25 multiple choice and 2 essay questions, you could plan to spend 10 minutes on the multiple choice questions and 20 minutes on each essay.

### Don't get stuck on difficult questions

Put a dot or a light mark by any answer you aren't sure of. After you've gone through all of the questions, go back to the ones you've marked and try them again.

### Check your answers

If you have time, check all of your answers, even the ones you know are correct. You may have made a careless mistake. Use all of the time you're given.

**Different types of test questions and formats require different strategies.**

### Multiple-choice questions

- ▶ Try to come up with the answer in your head before you look at the answer choices.
- ▶ Read all of the answer choices. If you're not sure which answer is correct, cross out the choices you know are wrong and make an educated guess.

### True / False questions

- ▶ Look for key words. For example, statements with absolute words such as *all*, *always*, *never*, *every*, and *none* are usually false.
- ▶ Statements with words such as *usually*, *often*, and *generally* are often true.
- ▶ If any part of a statement is false, then the entire statement is false. But if part of a statement is true, the entire statement may or may not be true.



### Open book tests

- ▶ Put self-stick notes or bookmarks in your textbook to help you locate information quickly.
- ▶ Make sure the most important information in your notes is highlighted.
- ▶ Have all of the information you know you're going to need on one sheet of paper.