Test-Taking Strategies Worksheet

Multiple Choice Strategies

Process of Elimination

- Eliminate answers you know are incorrect
- Details are important -- look for subtle differences in answers
- Use the root of the question to find key words that reappear in answer choices
- Go beyond the facts; does the reasoning make sense?
- There may be more than one factually "right" answer, but you need to find the one that fits the question stem

Intelligent Deduction

- Making an educated guess, even when unsure
- Do this only AFTER you've gone through and eliminated incorrect answers
- Beware of absolute certainties
- If two answers are complete opposites, usually one of them is right
- If you can't decide, choose what feels right

Memory Techniques

Techniques to Enhance Learning

- Selectivity (identify and separate main ideas)
- Association (linking pieces of info)
- Visualization (mental pictures)
- Elaboration (ask why and how)
- Concentration (eliminate distractions)
- Recitation (explaining stuff out loud)
- Intention (plan of action)
- Big and little pictures (big goals vs. smaller goals)
- Feedback (checks how well you know the material)
- Organization (arrange ideas how they make sense to you)

Mnemonic Devices

- Acronyms
- Chaining
- Image-Name Technique
- Numbers to words
- Rhymes
Test-Taking Strategies Worksheet

General Test-Taking Strategies

Pre-Test
- Construct a study plan that works for you and stick to it
- Ask questions, seek further instruction if needed
- Arrive early, take a moment to relax and reduce any anxiety
- Listen to last minute instructions given by the professor
- Read test directions carefully, watch for small details

Exam Time
- Briefly look over the exam and identify potentially time-consuming questions
- Plan how you will use the allotted time for the exam
- Maintain a positive attitude
- When in doubt, reply on first impression

Post-Test
- Plan on finishing early so you have time to review
- Go back to difficult questions that you were uncertain of
- Look out for potential recording errors on exam/scantron
- Complete any unanswered or improperly marked questions
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