**Test Taking Generalities**

Strategies for any test

* Read and follow directions.
* Preview the test and plan your test-taking time.
* Answer the easiest questions first.
* Try to answer all the questions.
* Check your answers before turning in the test.

Multiple choice questions

* Read the questions, formulate the answer and then look for it among the options.
* Read each option carefully, eliminating choices as you read.
* Note and underline key words such as **not, except, false** and prefixes such as **dis-, un-, il-** that change the meaning of the statement.
* If a statement includes two negatives (usually a “not” and a negative prefix, i.e. dis-, un-, etc.) cross out both negatives and read the statement as is.
* Take each option at face value and avoid reading into any part of the question.
* Guess if you are not sure of the answer.
* Do not go back and change an answer unless you have misread the question or you are sure it is incorrect. (Your first response is usually correct).
* Often when two options are either opposite or similar, one of these is the correct response.
* If you are really struggling, read the question and then read each option as a true/false statement.
* Look for clues within the question such as longer, more inclusive options, grammatical errors, unusual vocabulary or absolute statements to help you make a decision about the correct response.

True/False questions

* Assume that a statement is true unless you are sure that it is false
* Absolute qualifiers, words such as always, never, all, etc., tend to make a statement false
* Relative qualifiers, words such as usually, frequently, often, etc., tend to make a statement true
* Words such as except, but and not indicate negatives so it may be helpful to read the question without the word and decide what it means. After that, read the negative into the questions and decide what it means.