

True/False Test Tips

- Usually there are more true answers than false on most tests.
- If there is no guessing penalty, guess. You have a 50% chance of getting the right answer.
- Qualifiers like **never**, **always** and **every** mean that the statement must be true all of the time. Usually these qualifiers led to a false answer.
- Qualifiers like **usually**, **sometimes** and **generally** mean that the statement can be considered true or false depending on the circumstances. Usually these type of qualifiers lead to an answer of true.
- If any part of the question is false, then the entire statement is false. But just because part of the statement is true doesn't necessarily make the entire statement true.

Short Answer Test Tips

Try to anticipate questions that will be asked on the test and prepare for them. Usually what your instructor emphasizes in class will be on the test.

- Use flashcards, writing the key terms, dates and concepts on the front and the definition, event, and explanations on the back.
- Try not to leave an answer blank. Show your work/write down your thoughts, even if you don't get the exact answer. Partial credit is often awarded.
- If you don't know the answer, come back to it after you finish the rest of the test and make an educated guess. Other parts of the test may give you clues to what the answer may be.
- If you can think of more than one answer for a question, ask the instructor what to do.
- Read the question carefully and make sure that you answer everything that it asks for; some short answer questions have multiple parts.

Essay Test Tips

Read the directions carefully. Pay close attention to whether you are supposed to answer all the essays or only a specified amount (i.e., "Answer 2 out of the 3 questions").

- Make sure that you understand what the question is asking you. If not, ask the instructor.
- Make sure that you write down everything that is asked of you and more. The more details and facts that you write down, the higher your grade is going to be.
- Budget your time. Don't spend the entire test on one essay.
- If the question is asking for facts, don't give your personal opinion on the topic.
- When writing your essay, be as neat as possible. Neater papers usually receive higher marks.
- Make an outline before writing your essay. This way your essay will be more organized and fluid. If you happen to run out of time, most instructors will give you partial credit for the ideas that you have outlined.
- Don't write long introductions and conclusions. The bulk of your time should be spent on answering the question(s) asked.
- Focus on one main idea per paragraph.
- If you have time left at the end, proofread your work and correct any errors.
- Budget your time. If you have an hour to write 3 essays, spend no more than 20 minutes on each essay. Then, if you have time left over at the end, go back and finish any incomplete essays.