Tips for Testing Based on Question Type

True/False Questions

1. If any part of the statement is false, the answer is false.

2. If the question contains an unconditional word (100%, no exceptions) the answer is probably false.
   Such words would include:
   a. All  
   b. Every  
   c. Only  
   d. Never  
   e. Always

3. If the question contains a conditional word (less than 100% with some exceptions), the answer is probably true. Such words would include:
   a. Generally  
   b. Some  
   c. A few  
   d. Occasionally  
   e. Seldom  
   f. Usually  
   g. Sometimes  
   h. Often

4. If the statement has 2 negatives, cross them both out, and reread to see if the statement is true or false.

Multiple Choice Questions

1. Note in the directions whether you can choose only one answer or more than one answer.

2. Be sure to read all answers before making a choice. Answer A may be partly accurate, but another may be MORE accurate and therefore the answer.

3. Cross out all obviously incorrect answers.

4. Cross out answers with unconditional words (see True/False section).

5. Look for grammatical clues to the answer.

6. If 2 answers are similar, look at them closely.

7. If you know 2 or more are correct, choose “All of the Above” if available.

8. If one answer has a more thorough answer, choose that answer. Remember, looking for the best answer.

9. If the question(s) is/are based on a reading passage, read the questions and answers before reading the passage. Then read the passage with the purpose of finding the answer.

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Fill-in-the-blank Questions

1. Unless the directions say you will be penalized for a guess, always write something in the blank.
2. Make sure your answer fits grammatically into the sentence.
3. Use the length of the blank to indicate one or more words.
4. If you see 2 or more blanks, realize you need different words/phrases in each blank.
5. These usually ask about key concepts used elsewhere in the test. Stay alert for them.
6. After inserting the answer, read the sentence to make sure it makes sense.

Math Problems

1. As soon as you get the test, write notes and formulas on it. If you freeze up or blank later, you'll have access to this information.
2. Do a first pass through and solve all you know you can do easily.
3. Make a second pass through to work on more challenging problems. Give yourself a time limit. If stuck, estimate the answer and compare later.
4. Write out every step. Even if you get the answer wrong, your instructor may give you some points.
5. When finished with each problem, compare your answer with your estimate. If the two are very different, recheck your computations.
6. As time allows, revisit each problem and recheck all calculations.

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Short Answer Questions

1. Always write something.
2. Circle Guide Words and know what they mean.
3. Underline the topic of the prompt and refer to it to stay focused in the question.
4. On a blank sheet/the back, jot down any related ideas and supporting ideas you can think of.
   If you have time write a rough draft or partial rough draft, then copy it.
5. Begin writing your answer by turning the question or writing prompt into your main idea.
6. Flesh out your answer with supporting details (evidence, examples, explanations). Often these can be found elsewhere in the test.
7. Use the space provided to indicate about how much your teacher is looking for (unless they say “Continue on the back”)
8. End your paragraph with a wrap-up sentence that concludes the overall thought.

Essay Questions

1. Read the directions carefully. Follow short answer recommendations one guide words.
2. Underline all key terms in the prompt to insure your answer everything asked for.
3. If the question gives you a choice of topics, be sure to write the correct number of essays.
4. Don’t start writing immediately. Brainstorm using the test to help you.
5. Organize your ideas with a preferred method of pre-writing and planning. (outline, concept map)
6. Revise the question or topic into your thesis.
7. Develop each main idea or answer into a separate paragraph. Offer specific support for each.
   Don’t leave information out. Items left in your head, the teacher never gets to read.
8. Write a conclusion for maximum points.
9. Save time for revising and the check your answer against the prompt.
11. Recopy if your writing is illegible.
12. Always write something.
13. Leave 3-4 blanks lines after each paragraph in case you think of extra to add.
14. If you can’t finish, provide an outline or concept map of what you would have written.

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