Eastern Mennonite University
Academic Success Center

Effective Test/Exam Taking

1. Look the test over.

2. Read the directions. You may save yourself work.

3. Do the easy questions first.

4. If you have a choice of questions, try to do the ones that count the most.

5. Answers to essay questions should contain the facts, show a relationship between the facts and have conclusions supported from readings and thoughts.

6. Objective Tests (Contain multiple choice, short answer, matching, fill in the blank)
   a. Answer all questions you are sure about first and put a small mark by the ones that give you trouble.
   b. If you guess, put down the first answer that occurs to you.
   c. It is usually not wise to change an answer, unless you are positive that another answer is right.
   d. Chances are that always, never, all, or none make a false statement. However, each statement must be read critically.
   e. In multiple-choice questions, first eliminate the obviously wrong answers, then make your choice from the remaining ones.
   f. If you can narrow your answer to two choices, it is usually better to guess than not to mark it.
   g. In matching, match the items you are sure of; then decide on the more difficult ones.
   h. If possible, in completion questions, insert a technical term or key phrase exactly as it appears in the textbook.

-excerpted from Successful Study by James C. Coleman and Frieda Libaw with a few personal considerations by E. L. Burns.