

Testing Tips



COUNSELING & CAREER DEVELOPMENT



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General Stuff



Read instructions carefully & thoroughly

Plan your time appropriately

Know...

- ◆ How long you have to complete the test
- ◆ The number of questions on the test
- ◆ The maximum number of points for each question

Then...

- ◆ Determine how long you should spend on each question

Decide...

- ◆ And write down what your watch will say when it's time to move to the next question

Answer the easiest questions first and quickly because.....

- ◆ It builds your test taking confidence and decreases anxiety
- ◆ If you run out of time, you've at least answered correctly all the questions that you can answer correctly.
- ◆ As you work, you may think of answers to some of the more difficult questions.
- ◆ You may find in the easier questions the answer or clue to a more difficult question.

Read each question twice before you answer

(especially multiple choice and T/F questions!)

If you don't know the answer after that, go to the next question. Make sure you come back later to answer it. Don't leave it blank.

Check your answers carefully

Yes, it's OK to make changes, even on multiple choice questions. Just be sure you think carefully about your reasons for changing an answer.

Don't let others see your answers



cheating= failing

Did you answer all the questions? Better make sure.

When your test is returned, be sure to go back and look at what you got wrong and why. You never know when one of those questions will show up again. Don't make the same mistake twice!

Arrive early instead of just barely on time. Go into your test calm , relaxed and in charge!



A lapse in memory is common and normal. Don't let it throw you into a panic. If you block on a question, leave it and return to it later. Your mind will work on it for you while you work on something else.

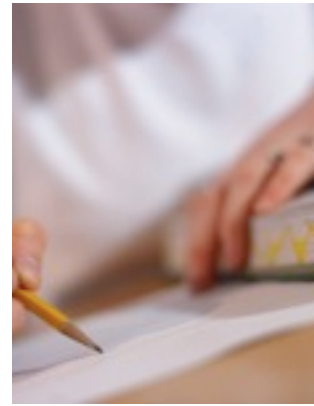
Don't talk to other students about what they know when you get to class.

It will only make you more nervous and make you question or doubt what you really do know.



Don't worry if other students finish before you. Use as much time as you need and make sure you double-check, proofread or edit your answers if you have extra time.

True- False Questions



1. For a statement to be judged true, all parts of the statement must be true.
2. Assume statements are true unless you know otherwise.
3. True/ False questions that state a reason tend to be false either because they give an incorrect reason or because they do not give all the reasons. Look for words such as “since”, “because”, and “reason”.

Multiple Choice Questions

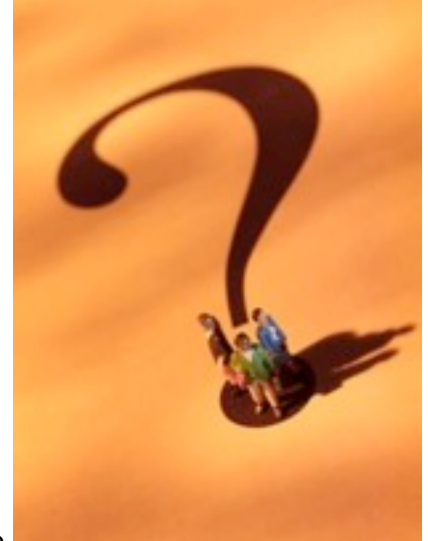


1. Read the questions twice. Make sure you understand what is being asked.
2. Before reading the choices, think what your answer will be, then select the closest fit to your fit to your own answer.
3. Read all of the options--do not answer with the first choice that appears correct.
4. Eliminate the distracters (the incorrect options). Cross out options you decide are incorrect.
5. Use sound reasoning and common sense. Pay attention to the meaning of words in the question and trust your basic reasoning abilities and experience.

Negative & Double Negative

Statements that include two negatives, usually “not” and a negative prefix

- T F A cloudy sky is an unclear sky
- T F An uncloudy sky is not an unclear sky
- T F A sky that is not uncloudy is not an unclear sky



1. Read statements very carefully
2. Two negatives cancel out each other
i.e. He is not unintelligent. = He is intelligent.
3. If a statement contains two negatives, cross out double negative and read the statement as if it does not contain any negatives.
4. If a statement contains three negatives, cross out two and read the statement as though it has only one negative.
i.e. It is not undesirable to be unintelligent
= it is undesirable to be unintelligent (a false statement)
or = it is not desirable to be intelligent (a false statement)
5. Negatives are sometimes hidden within the word.



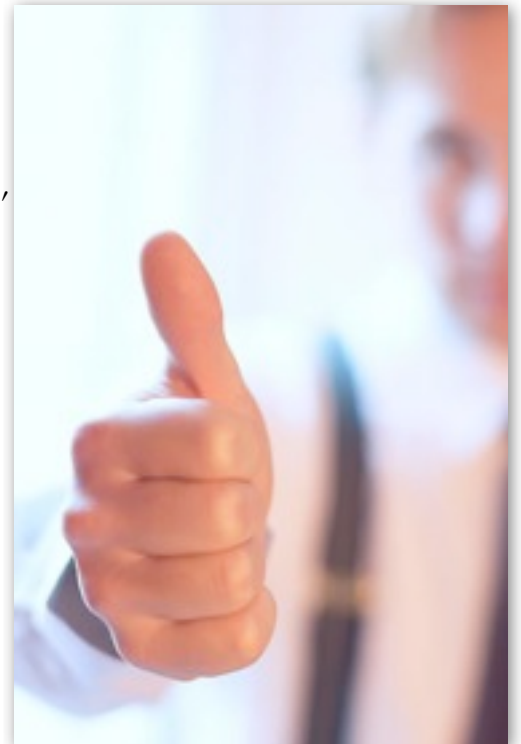
Prefix	Meaning	Example
un-	not	<i>Untruthful</i> means <i>not</i> truthful.
non-	not	<i>Nonalcoholic</i> means <i>not</i> alcoholic.
in-	not	<i>Indirect</i> means <i>not</i> direct.
im-	not	<i>Imperfect</i> means <i>not</i> perfect.
il-	not	<i>Illegal</i> means <i>not</i> legal.
ir-	not	<i>Irresponsible</i> means <i>not</i> responsible.
dis-	opposite of	<i>Disconnect</i> means to do the <i>opposite of</i> connect.

Absolute Statements

a statement that excludes all possibilities except the ones stated

In case you are unsure of the answer, here are some rules of thumb....

- ◆ Absolute statements use words such as “always”, “everybody”, “all”, “no”, “none”, “never” and they tend to be false.
- ◆ Statements that contain words such as “many”, “usually”, “sometimes”, “few” tend to be true.
- ◆ Unfamiliar looking phrases and terms are usually incorrect answers. Choose an unfamiliar term only when you are certain all the other options are incorrect.
- ◆ When one answer to a multiple choice question is more complete or inconclusive than other answers, it is likely to be the correct answer.
- ◆ When one option is “all of the above”, it is likely to be the correct answer. If you are certain that two of the options are correct and “all of the above” is an option, choose “all of the above”.
- ◆ When options for a multiple choice question are a series of numbers, the highest and lowest numbers tend to be incorrect.
- ◆ When two options to a multiple choice question look similar, the correct answer tends to be one of those options.



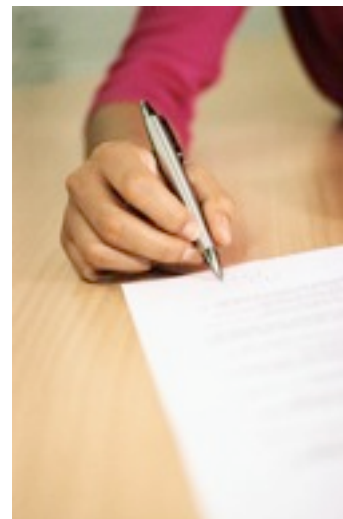
Essay Questions

Read directions twice. Be sure you understand what you are being asked to do.

DIRECTION WORDS

MEANINGS

Analyze	Break into separate parts and discuss, examine, or interpret each part
Compare	Examine two or more things. Identify similarities and differences
Contrast	Show differences. Set in opposition.
Criticize	Make judgements. Evaluate comparative worth. Criticism often involves analysis
Define	Give the meaning--usually a meaning specific to the course or subject. Explain the exact meaning.
Describe	Give a detailed account. Make a picture with words. List characteristics, qualities and parts.
Discuss	Consider and debate or argue the pros and cons of an issue. Write about any conflict. Compare and contrast.
Enumerate	List several ideas, aspects, events, things, qualities, reasons, etc.
Evaluate	Give your opinion or cite the opinion of an expert. Include evidence to support the evaluation.
Explain	Make an idea clear. Show logically how a concept is developed. Give the reasons for an event.
Illustrate	Give concrete examples. Explain clearly by using comparisons or examples
Interpret	Comment upon, give examples and describe relationship. Explain the meaning. Describe, then evaluate.
Outline	Describe main ideas, characteristics or events. (This does not necessarily mean "write a Roman numeral/letter outline".)
Prove	Support with facts (especially presented in class or in the text)
Relate	Show the connection between ideas or events. Provide a larger context
State	Explain precisely
Summarize	Give a brief, condensed account. Include conclusions. Avoid unnecessary details.
Trace	Show the order of events or progress of a subject or event.



Stay alert to time

- ◆ If you have more than one essay to write, plan your time accordingly. Know about how long you can spend on each answer. Include time to re-read and make necessary corrections or additions.

Write well organized answers

- ◆ Plan the major points of the essay before you start writing. Jot down some quick notes or a brief outline to help you organize your thoughts.
- ◆ Introductions usually are not necessary. If you do write an introduction, make it a short, succinct summary of your main points. Don't spend too much time on the introduction.

Write neatly

- ◆ When it comes to essays, looks really do count!

Write complete answers

- ◆ To make your answers complete and thorough, write as if you are writing to an uninformed reader. Write as if you are explaining your answer to your 14 year old niece. This will help you include ALL the information necessary.
- ◆ When in doubt, write it. Write more than you think you need to, but stay alert to your time limits.
- ◆ Make sure to include details, facts, examples and any additional information needed to support your statements.

Proofread your answers

- ◆ Don't lose points over careless spelling or grammatical errors. Check especially for incomplete thoughts and for places where you could add additional information or examples. Make sure you answered all parts of the question.

