



Writing Tests

How can I do my best on the test?

Types of test questions

Essays have several possible answers, marked as "good-bad." The test may require you to analyze, compare and contrast, give your opinion, etc. Questions are usually answered using sentences.

Objective tests generally have a definite correct answer. These are normally marked as "right-wrong". Examples: multiple choice, true-false, matching, fill-in-the-blank, and definitions.

General Strategies

These tips will help you write the test well, and with confidence.

- Answer what you know first, then go back to what you were unsure about.
- If there is no penalty for incorrect answers always guess or write something since you can get part marks.
- Look for hints in the question to give you clues to the right answer.
- Read over the test and jot down information or thoughts that may be of help to you.
- Use information from other questions to answer difficult questions.
- Budget your time! Don't spend lots of time on questions worth only few marks of the test.



Essay Strategies

- Underline key words in the question.
- Make an outline to organize your thoughts first.
- Switch to point form if time is running out.

- Answer what's being asked. A three-part question should have a three-part answer.
- Make it easy to read - keep the marker happy.
- Keep to the point; try to convince the marker that you know the answer right from the start.

Objective Test Strategies

- Read the question carefully. Don't bother trying to figure out hidden meanings and tricks. They're usually not there.
- Underline words that suggest a negative (e.g. not or never).
- Answers which are "all or nothing" are more likely to be incorrect (e.g. "all, only, never, always").

Multiple Choice

The multiple choice format is very popular for objective tests, so here are some tips to help you.

- After reading the questions, think of the correct answer then read ALL the choices.
- Re-read the question as you read through each and every choice.
- Use a process of elimination... cross out choices that are definitely incorrect
- Select answers you learned - do not choose an unfamiliar term just because it's unknown.
- If the answer calls for sentence completion, consider eliminating those that don't make grammatical sense.
- Don't dwell on a question, wasting time. Move on and come back to it later.
- Don't change a choice unless absolutely sure!