**First, you must prepare:** In truth, if you haven’t effectively studied for your exam in advance, you greatly decrease the likelihood that you will do well. However, once you’ve prepared, there are strategies that you can use during the test to ensure that you get the most out of what you know.

**When you get the test:** Instructors want to know if and how well you have learned the material, so think critically about the purpose of the course and what you’ve learned so far. Take a deep breath and proceed with the following strategies.

* **Memory Dump**: Jot down any information (formulas, concepts, terms, etc.) on the back of the test or answer sheet that you don’t want to forget.
* **The Game Plan**: Read through the *entire* test first. Read the directions for each section carefully and determine the point distribution.
* *Budget your time wisely* - Plan to spend more time on the questions that are worth more points. Plan to utilize the entire test period, but be sure to leave time at the end to check your work.
* *Favorites first* - Begin by answering the questions you know and then move on to those of which you are less sure. Be prepared to make several passes through the test.
* *Check your work* – You should have time remaining at the end to review your responses for clarity and to correct any errors.

**Key Test Taking Tips**

1. **Multiple Choice Questions**: Read the question, but cover up the choices. Supply your own answer to the question based on your knowledge. Then review the choices and select the one closest to yours.

a. If you don’t know an answer and must guess, begin by eliminating choices that you know are wrong. From there, you can make an educated guess.

2. **True / False Questions**: Look closely at each statement and remember that if any part of the statement is false, the entire statement is false.

3. **Essay Questions**: Read the entire prompt carefully and isolate the different parts of the question. Then, generate a brief outline of main points and supporting evidence that responds to each aspect of the prompt *before* you begin writing your essay.