



## ACE Your Next Test: Strategies for Responding to Different Question Types

### Before any exam

- Read directions for each section of the test carefully and completely.
- Pay attention if point values change in different sections.
- Bring multiple pens/pencils to write with and make corrections to your answers.
- Answer all of the questions. Return to difficult questions at the end, if you have time to review.
- Do a “memory dump” in the margins of the test as soon as you are instructed to begin the test. Write down mnemonic devices, formulas, dates, timelines, chunks of information, and anything you want to recall during the test.

### Multiple-Choice Questions

- Read the question first and try to come up with the answer before looking at the choices.
- Read through all of the answers and eliminate those you know to be wrong.
- Mark them on the test with a line or X so you can visualize the correct answers.
- Watch out for absolute terms, such as “always” and “never” which restrict possible correct answers.
- “All of the above” answers are often correct. If you know that 2 or 3 of the answers are correct, “all of the above” is a good choice.
- Pick and Stick! Once you have selected an answer, keep it unless you are sure you misread the question or you know the correct answer.
- If you are unsure of the answer, go through each possibility as a true/false statement. The true statement is most likely the correct choice.

### True/False

- More answers are “true” than “false.” When in doubt, choose “true.”
- Watch out for absolute terms such as “always” and “never.” If you can come up with an exception to the statement, it is false.
- Read statements with negatives carefully.
- If any part of the question is false, then the entire statement is false, but just because part of a statement is true doesn't necessarily make the entire statement true.

### Essay

- Organize your time wisely to include brainstorming and review.
- Read through the question and come up with several possible examples to support a thesis. If a question asks you to compare and contrast, make sure you have examples which support both sides.
- Create an outline using your thesis and examples.
- Reread your entire essay to catch spelling and grammar errors.
- Budget your time, don't spend the entire test time on one essay.
- Don't write long introductions and conclusions, the bulk of your time should be spent on answering the question(s) asked on the test.
- Be specific in your answers. Writing down everything you may know could show that you ultimately do not know the correct answer.