Understand Exam Formats

Know the meaning of all question terms:
- Describe
- Summarize
- Compare
- Justify
- Trace

Read carefully!

Anticipate the answer.

Read all choices provided.

Use process of elimination.

Be wary of “all or nothing” choices.

Select “all of the above” if you are sure of more than one.

Try to complete the response on your own first before looking at choices.

Substitute each choice in the blank and “hear” which choice works.

If any part is false, then it’s all false.

Essay Questions

Annotate the questions for parts and keywords.

Create a brief graphic organizer of your ideas.

Pay attention to time!

Read all items first.

Narrow options by completing those you are sure of first.

Avoid “all or nothing” statements as true.

Multiple Choice

Read the questions at the start of the exam to gather information throughout the test.

Fill-in-the-Blank

Keep track of items used if a list of choices is provided.

True/False