

Test Taking Strategies

Archer, A., & Gleason, M. (1989). Skills for school success. Billerica, MA: Curriculum Associates.

These test-taking strategies are intended to guide students when taking true-false tests or multiple-choice tests.

Taking a True-False Test

1. Read the item several times.
2. Watch for words such as **always, never, all, every, often, only, and usually.**
3. Choose **true** or **false**.
4. If you can't answer a question, put a mark next to it and come back to it later.
5. Check your test. Change an answer only for a very good reason. Usually your first answer is best.

Taking a Multiple Choice Test

1. Read the item carefully.
2. Read the choices. Watch for **all of the above** and **none of the above**.
3. Cross out the choices that are obviously wrong.
4. Look at the remaining choices and pick the best answer.
5. If you can't answer a question, put a mark next to it and come back to it later.
6. Check your test. Change an answer only for a very good reason. Usually your first answer is best.