LEARNING CENTER ENGLISH TUTORING LAB HANDOUT
CHECKLIST FOR OBJECTIVE AND ESSAY TEST-TAKING

Positive attitude:

A test is a competitive game. Concentrate on your answers, not on yourself. Doing a deep breathing exercise just before a test will relax you and send more oxygen to the brain.

Test taking:

- Read the directions twice and underline significant words.
- Neatness and order can work in your favor. Write legibly and clearly.
- Budget your time so that you can answer every question.
- Re-read an exam for careless mistakes before you turn it in. When in doubt, rely on your first answer.

Objective tests (multiple choice, true-false, matching, fill in the blank):

- Objective tests require recall of information, but measure the care with which you read as well as your knowledge.
- Always answer the questions you know first. Come back to any you wish to spend time on.
- Pay careful attention to words like usually, always, most, never, some.

Essay tests:

- Essay tests require recall of information plus organization and supporting detail. Read through the essay questions first so that you can
  - Plan out the time to allot to each question in advance.
  - Answer the easy questions first.
  - Write answers which do not overlap.
  - Allow time for "blocked" information
- Make a quick outline to organize each answer before starting to write.
• Begin each essay with a short summary of your answer.
• Check over your completed exam before you turn it in. Look for grammatical errors and factual mistakes.

Test return:
• Always review a test carefully when it is returned to you and note your errors.
• Note how the instructor graded your exam, and what suggestions were made to improve your answers. You can learn much about the perspective and expectations if your instructor by analyzing your corrected exam.
• Look up topics from your test and see how they correlate with your textbook and notes.

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