

Test Wise Practices

Category	Test Wise Practices
Manage your time effectively	Determine a pace that will ensure you complete the whole test on time (e.g., no more two min per item)
	Do a “brain dump” on your test’s scratch paper before you begin the test that includes all of the information you don’t want to forget (e.g., formulas, concepts, definitions)
	Answer the easiest questions first, answer the hardest questions last
	On a reading test, answer the questions with shorter or more interesting passages first
	If answering a question with a reading passage, read the question(s) <i>before</i> the passage
Answering multiple-choice questions	Read directions carefully, and/or out loud if preferred
	Rewrite questions or terms in your own words
	Place a label on the question in terms of type (e.g., memorization, application, multi-step, etc.)
	Underline and focus on the key words in the question
	Predict what the answer may be before looking at the answer choices, or write your answer plan or idea before solving or selecting an answer choice
	Eliminate wrong/nonsensical answers first
	Draw a diagram or try to visualize what’s being described in the problem
	Identify personal connections to a topic presented in the question
	Avoid second-guessing; your second guess is often wrong
Essay or constructed response questions	Use scratch paper to jot down ideas, organize your answers, and remember details (dates, formulas)
	Write an outline of your answers to the essay questions before drafting the essay
	Organize your answer as in any well-developed paragraph by expressing your main idea and then using supporting facts and details to prove your statement
	Use the technical language of the subject when possible
	Use partial answers and outlines if you are not sure or are running out of time

Dealing with difficult questions	Give your best guess on questions you really have no idea how to answer
	Detect similarities or differences in the language of options and determine correctness
	Never leave an answer blank, give your best guess then flag to come back to it later if time permits
Test review	Check to ensure you've answered every question
	Review questions where your answer did not match any of the answer choices and try again
	Reflect: How many questions do you believe that you got right? Is this enough for you to pass? If time is remaining, should you go back to questions you initially flagged?

REMEMBER...

- **There is nothing sacred or specific about the way in which questions are ordered.** Tackle the questions in the order that appeal to you most and/or that are easier for you to answer. Doing well on a question that you feel good about can be reassuring.
- **You don't need to get all of the questions right, you just need enough right to pass!** There will be some questions you're unsure of or don't know how to answer. There will be others that you'll be able to answer more easily. Don't stress individual questions or getting a perfect score - just focus on passing!
- **Take care of your mind and body the day before, and the day of, the test.** Make sure you get plenty of sleep the night before the exam, and eat something before your exam. If you feel yourself getting tense or anxious during the exam, pause to take several long, deep breaths. Try to maintain a positive and affirming mindset by reminding yourself that you can do it!

Sources

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