

In General:

ALWAYS READ INSTRUCTIONS FIRST. Glance over the entire test, noting which sections should take more time.

Answer easiest, shortest questions first.

Answer multiple-choice, true-false, and fill-in-the-blank questions next.

Answer short answer questions and essay questions last.

OPEN-BOOK TESTS

Write any formulas/basic information you will need on a separate sheet.
Use tape tabs (post-it notes, paper clips) to indicate important pages.
If using your notes, number the pages and prepare a table of contents.

ESSAY QUESTIONS

Read questions carefully. Answer the question being asked.

Use an outline if you have time.

Get to the point immediately.

Review your answers for grammatical errors, clarity and legibility if you have time.

Other hints:

1. Write clearly. Sloppy papers are more difficult to grade and can result in lower grades.
2. Be brief.
3. Use a pen. Pens are easier to read.
4. When possible, write on one side of the page only. Writing often bleeds through and obscures the writing on the other side, making it difficult to read.

Make choices.
will be on the test.

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