Coastal Carolina University

Counseling Services TIPS

Taking Examinations

Before taking an exam, it is very important that you are prepared. Below you will find tips that will help you while taking an examination.

Counseling Services

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Taking Examinations

Surveying

Survey any objective examination to find out what types of questions are being asked. Surveying helps you to know what to expect.

Knowing the Ground Rules

Always read directions! Indicate your answers exactly the way the directions state. Make sure you answers are clear. Determine what the scoring rules for the test are and follow them to your advantage. For example, if wrong answers are penalized, don't guess unless you can reduce the choices to two.

Answering Easy Questions First

Answering easy (to you) questions first is the best strategy. If you stumble over difficult questions for too long, you may not be able to complete the exam.

Picking out Key Words

Objective examination questions usually contain one or more key words. A key word or group of words are those on which the truth or falsity of a statement hinges. Learn to spot the key words in the statement that define the meaning. If a statement contains two clauses, one of which is false, the whole statement is false. Usually, two-statement true-false questions are either both true or both false.

Reading Multiple-Choice Questions

Multiple choice questions are essentially true-false questions arranged in groups. Usually, only one alternative is correct. Your job is to pick the alternative that is more nearly true than the others. Read multiple choice questions the same way as for true-false. Eliminate obvious false choices.

Reading Other Types of Questions

The methods used to answer true-false and multiple choice questions apply to matching questions as well. Always scan the entire list of alternatives before matching any. As in the other types of questions, try to identify key words in each list and test them. Completion questions require you to provide a word or phrase. When you encounter completion questions, choose you words carefully. If you don't know the answer, give it your best guess, as often times such responses get at least partial credit.