**General Strategies for Taking Written Exams**

The basic format for this test is the multiple-choice format with five choices. Here are some general hints for taking this type of test:

1. The test is designed to have only one answer that is best from among the five choices given.
2. Your attitude about the test process can make a difference. Approach the test confidently. Arrive on-time for the test so you do not feel rushed.
3. Be certain that you understand how to correctly use the computer scannable answer sheet. Make sure you are careful to make clean erasures on your answer sheet and to only mark one correct answer per test item.
4. Instructions, which will be read to you by a proctor, are very important, so be sure to listen carefully. Ask questions if there is something that you do not understand about the instructions but be aware that your proctor cannot answer questions about test content issues.
5. Read all directions carefully, twice if necessary.
6. Your score on the test will be based only on the number of correct choices you make.
7. All test items are equally weighted. You may guess on questions that you are not sure of as you go through the test. Mark them in your booklet for further consideration if you have time after you finish the entire test.
8. Read each question carefully, making sure that you understand it before you answer. Reread it, if necessary, but do not waste time on questions that seem too unfamiliar or difficult. Interpret words according to their generally accepted meanings. No question is intended to be a “trick” or “catch” question.
9. Answer the easy questions first; postpone answering the more difficult questions until later, making an initial guess in case you do not have enough time to go back to it.
10. Check your answers if you do have time; however, remember that often your first response is correct.
11. Watch your time carefully during the test.