# **Test Taking Skills**

Test Taking Skills: -

Every test is different. So, use various study tools.

If did not or could not study well before the test date then get as much study time as possible. But try to prepare for test well ahead of test date.

Three General test taking strategies: -

1. On the morning or very close time of the test – “Don’t study very very hard just before the test”. Because that may cause some problem while trying to remember materials, may lose confidence. If did not or could not study well before the test date then get as much study time as possible. But try to prepare for test well ahead of test date.
2. Arrive early at the test center. But not too early. And don’t study while at the test center. Just relax and take deep and rhythmic breath and more rhythmic breath. And prepare for test.
3. Sit Alone to avoid Confusion & Distraction. Don’t get busy with other people or other people’s preparation or new ideas on the test hall.
4. Preview the Test Questions, the whole test Questions, Numbers of Questions and Type of Questions.
5. Calculate and write down which questions and how many questions should be answered by the half time of the test. If that is slow or fast then correct, slow down or speed up answering.
6. Answer the good / easy and short questions at first. Start off fast and confident. Be organized and take 10 rhythmic deep breath and relaxed at start. Don’t be stressed spatially at the start.
7. Any time the question is hard then leave space for answer and start the next easy one. Never Panic, take 10 rhythmic deep breath and relax and the previous unfinished answer might or shall come back to mind later.

Test Questions type/ Objective: -

1. True / False: -
2. Slowly read and read twice. Even one word or part of word make the sentence different. Like 100% indicator/Qualifiers are mostly False - “Everyone” or “No-one”, “Always”, “Every”, “Never”, “All”. ETC.
3. In between Qualifiers are mostly True - “Frequently” or “Most”, “Some”, “Few “, “Mostly”. ETC.
4. Double Negatives Questions – Cross out both the negatives, then take the meaning, this will solve most of the time.

Essays Question & Answers/ Subjective: -

1. Read the question slowly and deeply 2/3 times and then try to understand first. Read the question carefully and look out for instruction words. Think before you speak and write. Fix answer idea outlines first.
2. If possible, ask the teacher what he wanted in that Essays Q/A.
3. Incorporate the question sentence or words into the first sentence or paragraph in the answer, then write the answer. Develop the point/idea of answer and give details on the information.
4. Writing mechanically, grammatically and stylishly correct. Only use words which can be spelled correctly. Write in a way that others can read them.
5. Always try to leave some space after finishing an essay type answer, maybe to add something more later, when unsure about the ending of the answer.
6. Review and revise and try to correct the answers before the test ends.
7. Try to answer the easy or common answers with most numbers first, then other answers.
8. Try to write all the answers with equal value of numbers equally and try to answer all the questions then writing or being stuck on one question or one type of test paper.

Multiple Choices Q/A: -

1. Multiple Choice Method: - This is only for Multiple choice test Q/A. First cover all the answers and read the question properly. Then try to remember the answer. Only after that see the choices for answers.

A) Easy- First cover all the answers and read the question properly. Then try to remember the answer. Only after that see the choices for answers. The answer will be there for the easy ones. Then find the right answer.

B) No Match /cannot match or Not there ones - If the answer is not there, them don’t panic, relax, take 3 rhythmic deep breath, SKIP it, come back later. Answered.

C) Challenging: - After reading the question if the answer cannot be remembered correctly but had heard or read about that before, then try to read the question again understand and try to remember again before looking to answer. If cannot remember the answer, then SKIP them too. Don’t look the answers. Don’t keep pushing and don’t get stuck.

D) No Idea / Have not read: - If after reading the question, nothing of that matter can be remembered, No Idea. SKIP these too. If cannot remember the answer, then SKIP them too. Don’t look the answers. Don’t keep pushing and don’t get stuck.

E) Then go from the start and find those skipped the first time and start trying to answer them like the first time, only cover all the answers and read the question properly. Then try to remember the answer. Only after that see the choices for answers. Then find the right answer. Mostly this time, the Challenging questions will be answered.