

## Exam-taking Skills Diagnostic

### The Objective Exam (multiple choice, matching, true/false)

- Do you read the whole exam rapidly, answering the easy questions first?
- Do you carefully read, mark, and analyze the harder questions?
- Do you use a process of elimination in answering multiple choice questions?
- Do you look for options like “none of the above” or “all of the above”?
- Do you paraphrase tough test questions; restate the ideas; think of examples?
- Do you examine the test itself for clues?
- Do you know how to make the best guess when you have to:
- Do you always proofread before turning it in?

### The Quantitative Exam (Math, problem-solving)

- Do you start with the easy problems first?
- Do you read each question carefully, looking for clues to help you work the problem?
- Do you watch your time?
- Do you show all your work?
- Are your answers logical, clear, and complete?
- Do you use all the data and information provided?
- Do you always proofread your test before turning it in?

### The Essay Exam

- Do you read all the questions first and start with the easiest?
- Do you think about each question first, before you begin writing and make a brief outline to help you compose your essay?
- Do you mark the parts of the question to insure your answer is complete?
- Do you follow your outline as you write your essay?
- Do you write enough? Do you answer all parts of the question? Have you answered in detail?
- Did you run out of time?
- Do you always proofread your test before turning it in, paying special attention to grammar, spelling punctuation, use of complete sentences and essay form?

### Analyzing Poor Exam Results

- Did you answer with the wrong concept or list?
- Did you write a sketchy, incomplete answer?
- Did you answer a question in the wrong way?
- Did you know key terms or specialized vocabulary?
- Did you know how to apply the material?
- Did you leave out part of the answer or forget to add details or examples?
- Were essay answers long, rambling, and full of irrelevant material?
- Did you not have time to proofread?

Source: Nancy V. Wood. College Reading and Study Skills, 2<sup>nd</sup> ed. NY: Holt, Rinehart & Winston. 1982.