

# HOW TO WRITE A TEST

- Make sure that you are ready to write for the full class. Eat or go to the bathroom before arriving for the exam.
- Arrive to the exam on time and bring the necessary supplies.
- Make sure you put your name on the test.
- Budget your time so that you spend your time on the questions that are worth the most marks.
- Read all questions carefully before you start.
- Underline the key words in the questions so that you make sure to answer all parts. For example, if the question says to list and explain you will need to do both things.
- If you don't know an answer, place a star or question mark beside it so you can come back to it later. Continue with the rest of the exam; sometimes you will find clues or answers to a question on other parts of the exam.
- Do not leave questions blank; write something.
- Ask the teacher to re-phrase or explain the question if you don't understand what it is asking.
- For matching questions, take note of how many items are in each column. Will there be some left over or does each question have a match? Can answers be used more than once?
- Multiple Choice – read all answers. Don't over-think the question. Eliminate the obviously wrong, narrow it down to two and guess.
- Do not change answers unless you have an “aha!” moment
- Check over your exam before you hand it in.