

Succeeding on Short Answer Tests

- ✓ Before you begin, survey the test. How many questions are there? Are there images or maps? Are some questions worth more than others? How much time do you have to take the test? Pace yourself accordingly.
- ✓ Answer the questions you know first and go back to those for which you need more time.
- ✓ To understand the questions better, rewrite them in your own words if you have time. Be careful not to change the meaning.
- ✓ When answering a test question that uses a map, chart, or graph, study the information provided to make sure you understand what you are looking at.
- ✓ Be sure to pay attention to specific words in a question. Words can act as clues to help you identify the correct answer.
- ✓ Underline key words or phrases in the question in order to understand what you need to address with your answer.
- ✓ Be sure to write your answer out in complete sentences.
- ✓ Review your answer in order to make sure it addresses the question. Did you include necessary detail? Is there any missing information? Is your response clear and direct?
- ✓ Be sure to write neatly.
- ✓ If you have time, review your work. Make sure you did not overlook any questions. Remember, do not change an answer unless you are certain about the change.