



Personnel Commission

Test Taking Tips

Prepare yourself by understanding the structure of a multiple-choice test and how to approach these types of computerized examinations.

- Get a good night's sleep before the test and eat before arriving for the test.
- Allow plenty of time to travel to the location where you will be taking the test. It is important to plan for traffic, accidents, etc. Once the test begins, you will not be allowed to enter. It is your responsibility to arrive on time as there is ***NO make-up sessions***.
- Multiple-choice questions are designed to have only one answer. If more than one answer seems correct, choose the choice that you believe is the best.
- Read all of the directions carefully.
- Read each question completely before answering it.
- Questions left blank will be marked as incorrect. It is in your best interest to answer all of the questions. It is better to guess than to leave a question blank. Your score will be based on the number of correct answers.
- There is a set time limit for the entire test. You do not need to complete the questions in order. Before beginning the test, look it over and see what order would be best for you to work in. Would it be better to begin with the section you find the most difficult or to begin with the easiest? For some people, answering the easy questions first is a time saver and a confidence builder.
- Occasionally check the clock on your computer monitor. Typically, all questions are scored the same regardless of difficulty; do not spend too much time on any one question.
- Plan your time so that you may complete the examination within the time allowed. You will be told how long you have to complete the test before you begin. You will also be instructed when to start and stop.
- Interpret words according to their generally accepted meanings.
- Are stuck on a question, do not get worried and frustrated. Re-read the question to make sure you understand it, and answer it to the best of your ability.
- Process of elimination can help you choose the correct answer on a multiple-choice test. Start by ruling out answers that cannot be correct or are obviously wrong. Then spend your time focusing on the possible correct choices and choose from those.
- You are finished and have extra time, do not stop and turn in your test! Go back and make sure you have answered every question and review your answers.
- Stay relaxed and confident!