

Writing Tests

- The first and most important rule of test writing is since this cannot possibly be a test designed specifically for you, it cannot be used to properly measure your knowledge or skills. It therefore is imperative that you understand that the objective is to pass the test by providing the answers being sought. In clearer language this means you give them what they are looking for, even if you disagree with the premise, the philosophy or the worldview foundation. If you know the answer they want is “C”, pick that answer. You can debate the issue after you have succeeded on the test as these are two distinct and separate processes.
- Now that the test has been described as a game, play it as you would any other game and that is with the clear objective of winning. Remember, your best is winning, and that may not translate into the highest mark in the class.
- Panicking in any way is against all rules of test writing. The minute you succumb to it you have lost the game. As soon as you sense the encroachment of fear (usually in the form of increasing body temperature), **STOP! DO NOT PROCEED!** Put your head down. Close your eyes and rest (pray) until you have regained control. Normally, this does not take very long, usually seconds and never more than a very few minutes even though it may seem like a very long time.
- Obey all instructions given by the examiner! Failure to do so may result in expulsion and/or a mark of zero.
- One is best prepared to win when one has a degree of familiarity with his opponent. Never start writing a test before you have made yourself familiar with all aspects of the test.
 - Quickly review the entire test by flipping through all the pages. Don’t read. Just look at what is coming. How many questions? Is there a written portion? How much time do you have to complete the exam?
 - Review again, by quickly scanning the questions. Is there a formula sheet? Tear it out and place it conveniently on your desk.
 - Enter all the proper information on the answer sheet.
 - Start
- Read every question carefully, twice at least before looking at the possible answer. Read again a third time as you review the possible answers, eliminating those that are obviously wrong in favor of the one that is correct. Reread the question with the answer and if you are sure of it, mark in on the answer sheet.
- **DO NOT GUESS** at this time! If you are not sure, leave the question for now and be sure to make a small mark by the question number on your answer sheet so that you do not accidentally place the next answer in the wrong place.
- Continue until you have completed all the questions that you are sure about and then return to those you have skipped. Reread and if you must guess, choose either “B” or “C” as these are the most commonly used. Do not change your mind after guessing. Your first guess is usually the better choice.
- **NEVER, EVER LEAVE A BLANK ON A MULTIPLE CHOICE EXAM!** Be sure that all questions have been answered even if it had to be a guess.
- Good luck.... if luck has anything to do with this!
- You write an exam, playing the game that, when won, gives you the certificate or qualifies you to do something that, actually, merely provides the opportunity to learn what you need to learn to do what you have to do or want to do.