

A Strategy for Writing Tests

Take a deep breath. Try to relax.

Here are four steps you can use when writing a test. Next to each step are some questions you should consider.

Skim

Read

Answer

Check

<p>Skim</p>	<p>Skim over the whole test. Look over the whole test so you can get an idea of everything that is on it and what you will need to do. Ask yourself:</p> <ul style="list-style-type: none"> • How is this test organized and structured? • What do the instructions tell me to do? What is important to know? • How do the questions connect to what I have learned before? • What skills will I need to use to answer the questions?
<p>Read</p>	<p>Now you are ready to answer the questions. Read each question carefully and thoughtfully. Ask yourself:</p> <ul style="list-style-type: none"> • What is this question asking? • How does this question connect to what I already know and can do? • Where or how I will get the answer? • How can I use any tables, diagrams, graphs, pictures, etc., that are included to answer the question? <p>Identify the important or key words that will help you understand the question. Ask yourself:</p> <ul style="list-style-type: none"> • What words are important cues to finding the information and answering the question? • What words tell me about the task I need to complete?
<p>Answer</p>	<p>Answer each question. Make a plan for answering the question. Ask yourself:</p> <ul style="list-style-type: none"> • What test-taking strategies can I use to answer this question? • What steps do I need to follow? • What conclusions can I make? • Is this making sense to me? Do I have all the information I need? Am I answering the question the way it is supposed to be answered? • Do I need to start over? What do I need to change?
<p>Check</p>	<p>Check each answer. Confirm that the answer is complete and correct. Ask yourself:</p> <ul style="list-style-type: none"> • Does this answer need a number? A word? A sentence? Did I give the right kind of answer? • Have I given the complete answer? • Does this answer make sense? Does it correctly answer the question?