

Taking a True/False Exam

1. **READ THE DIRECTIONS:** Remember to read the directions carefully before you begin the exam. It is easy to lose points if you don't follow the directions.
2. **DETERMINE THE NUMBER OF QUESTIONS AND BUDGET YOUR TIME:** Many times when True/False questions are given there are a large number of questions. If so, answer each question quickly. It may not be worth a lot of time to get one question right if the question is only worth two points on a 100 point test.
3. **READ EACH QUESTION CAREFULLY:** Remember that if any part of a statement is false, the entire statement is false. Most Questions contain a combination of who, what, when, where or how facts. If any one of those facts is wrong, the statement is false.
4. **LOOK FOR QUALIFIERS:** Words like *never*, *all*, *none*, *only*, and *always* generally indicate a statement is false. On the other hand, *sometimes*, *generally*, *often*, *frequently* and *mostly* indicate a statement is true.
5. **ANSWER THE QUESTIONS YOU KNOW FIRST:** Often answers to questions you don't know are supplied in other questions. Go back to answer the difficult questions later.
6. **WHEN GUESSING, DO NOT CHANGE ANSWERS:** Research indicates your first answer is usually best. However, don't be afraid to change answers when you have a good reason for doing so.
7. **ANSWER ALL THE QUESTIONS:** Leave enough time to answer all the questions. Mark all remaining or unfinished questions true; in a true/false exam a slight majority of the answers are usually true.
8. **"REASON" STATEMENTS TEND TO BE FALSE:** When something is given as the "reason" or "cause" or "because" of something else the statement will tend to be false.