



## TAKING WRITTEN TESTS

Here are some general hints for taking written multiple-choice tests.

1. **Your attitude about the test process can make a difference.** Approach the test confidently. Take it calmly. Arrive on time and be ready for the test.
2. **Read all directions carefully, twice** if necessary. You are not allowed to write in your test booklets.
3. Answer **the easy questions first.** Postpone harder questions until later. Make an initial guess in case you do not have enough time to go back to them. Check your answers if you have time, but remember that often your first response is correct.
4. **Watch your time during the test.** Do not spend too much time on any one question.
5. **No question is meant to be a "trick" or "catch" question.** No question should have two correct answers.
6. **Interpret words according to their generally accepted meanings.**
7. **Rephrase difficult questions for yourself.**
8. **Be certain that you understand how to correctly use the computer scannable answer sheet.** Make sure you are careful to make clean erasures on your answer sheet and to only mark one correct answer per question.
9. **Proctor instructions read to you are very important, so be sure to listen carefully.** There may be helpful clues given during the proctor instructions. Ask questions if there is something you do not understand about the procedure, but be aware that your proctor typically cannot answer questions about the test content.
10. **If you feel a question is a problem, you may call it to your proctor's attention after the test is over.** Test publishers who review this information often find that the candidate has just missed the point of the question. Try to focus on doing well on the many questions throughout the test, rather than getting bogged down on "making your case" on just one question. CPS Human Resource Services uses extensive quality control measures to ensure a flawless test. Both pre-and post-test reviews by qualified subject matter experts in the field are used, in addition to state-of-the-art computerized scoring and question analysis techniques. Any questions brought to the attention of the proctor after the test will be carefully reviewed.