Objective tests
Forms: Multiple Choice, True/False, Matching

Prep
Practice defining terms/vocab.
Explain the significance of people, dates, and concepts
Develop potential exam questions and self-test
Use visual aids, diagrams, charts, and sequences

Receiving exam:
Thoroughly read the question
Underline key words
Try answering the question before looking at the possibilities.
Answer the question being asked (re-word if necessary).
Recognize and circle qualifying words.

Short answer
Forms: Definitions, Listing, Fill-in-the-Blank

- Prep
  Define terms/vocab.
  Practice writing out explanations of concepts and ideas
  Develop potential exam questions and self test
  Use Cornell Notes, definition cards, and summarize chapters to reinforce understanding

When receiving exam:

- Start with the more straightforward questions.
- If specific terms cannot be remembered write down all information you can remember.
- Do not leave questions unanswered unless doing so will count against you.

Short and Long Essays

- Prep
  Generate and list potential exam questions
Practice writing out explanations of concepts and ideas
Focus on understanding relationships b/w events, concepts and ideas
Look for supporting evidence and facts that could potentially strengthen and illustrate the argument

When receiving exam:
- Answer the question
- Take a stand/position
- Include outlines
- Write as if the audience has no prior knowledge (unless otherwise specified)
- Offer concrete examples to illustrate the argument
- Provide insights into the significance of the topic
- Do not re-summarize your argument in the conclusion

Procedural exams:
- Translate numerical problems into words or the other way around
- Analyze before you compute
- Estimate first
- Make a picture
- Check your work systematically
- Perform opposite operations