

Taking Objective Tests

When you begin:

- Pay attention to verbal/written directions
- Read the directions slowly, twice
- Scan the whole test
- Evaluate the importance of each section
- In margins, jot down memory aids, formulas, equations, facts
- Answer easiest and/or shortest questions first
- Pace yourself
- Look for answers in other test question

Multiple Choice Test Taking Tips

Tips on answering multiple choice questions

- Read the question before you look at the answer.
- Come up with the answer in your head before looking at the possible answers, this way the choices given on the test won't throw you off or trick you.
- Eliminate answers you know aren't right.
- Read all the choices before choosing your answer.
- If there is no guessing penalty, always take an educated guess and select an answer.
- Don't keep on changing your answer, usually your first choice is the right one, unless you miss-read the question.
- In "All of the above" and "None of the above" choices, if you are certain one of the statements is true don't choose "None of the above" or one of the statements are false don't choose "All of the above".
- In a question with an "All of the above" choice, if you see that at least two correct statements, then "All of the above" is probably the answer.
- A positive choice is more likely to be true than a negative one.
- If there is an "All of the above" option and you know that at least two of the choices are correct select the "All of the above" choice
- Usually the correct answer is the choice with the most information.

True-False Test Tips

- Usually there are more true answers than false on most tests.
- If there is no guessing penalty, guess, you have a 50% chance of getting the right answer.
- Read through each statement carefully, and pay attention to the qualifiers and keywords.
- Qualifiers like "never, always, and every" mean that the statement must be true all of the time. Usually these type of qualifiers lead to a false answer.
- Qualifiers like "usually, sometimes, and generally" mean that if the statement can be considered true or false depending on the circumstances. Usually these type of qualifiers lead to an answer of true.
- If any part of the question is false, then the entire statement is false, but just because part of a statement is true doesn't necessarily make the entire statement true.

Short Answer Test Tips

- Use flashcards, writing the key terms, dates and concepts on the front and the definition, event, and explanations on the back.
- Try to anticipate questions that will be asked on the test and prepare for them. Usually what your instructor emphasizes in class will be on the test.
- Try not to leave an answer blank, show your work/write down your thoughts, even if you don't get the exact answer, partial credit is usually awarded.
- If you don't know the answer, come back to it after you finish the rest of the test and make an educated guess. Other parts of the test may give you clues to what the answer may be.
- If you can think up of more than one answer for a question, ask the instructor what to do.
- Read the question carefully and make sure that you answer everything that it asks for; some short answer questions have multiple parts.

SHORT ANSWER/FILL-IN

- Usually are definitions or short descriptions
- Concentrate on key words and facts
- Be brief yet thorough