

TEST TAKING

- ❖ Come to the test well rested – staying up all night to study keeps you from being alert. Fatigue also hinders your ability to recall information.
- ❖ Be on time – organized and ready.
- ❖ If you arrive to the test early, don't talk with other students about the test.
- ❖ Look over the entire test; know how much each question is worth and budget your time accordingly.
- ❖ Read all directions before beginning the test.
- ❖ Try to answer every question.
- ❖ Read each question carefully ask about any questions you don't understand.
- ❖ Underline key words in the question first – this builds your confidence and triggers your memory for other information.
- ❖ Work at your own pace – don't worry if others leave before you.
- ❖ Do not change answers – stick with your first choice unless you're sure it is incorrect.
- ❖ Don't panic – if you have a memory block on a question, mark it and return to it later.
- ❖ Don't rush – take your time.
- ❖ Check your work.

OBJECTIVE TESTS

A. *Matching*

1. Don't select an answer unless you're sure it's correct.
2. Circle or draw a line through each answer used or eliminated.
3. Do the easiest first – you'll have fewer choices remaining for the difficult questions.

B. *True-False*

1. The **entire** statement must be true to answer true.
2. Answers containing the words *all*, *never*, *always*, and *everyone* (absolute modifiers) are usually false.
3. Qualifiers like *frequently*, *probably*, and *generally* are often true.
4. When uncertain, assume the answer is true (usually there are more true than false).
5. Questions that state reasons tend to be false because they state incorrect reasons or don't state all of the reasons.
6. Be careful of statements with double negatives (i.e. not unbreakable) – cross out the double negative.
7. Read each word and number carefully. Pay special attention to names and dates which are similar and could be easily confused.

C. *Multiple Choice*

- Multiple choice questions are written so the correct answer will be selected by students who know it, and so other students will be distracted and select the incorrect answer. The basic strategy is to eliminate distractors.
1. Be sure to read the directions – are you looking for the **best** answer or the **correct** answer?
 2. Read the question and develop your own answer before looking at the choices.
 3. Think of choices as a series of true-false statements.
 4. If you're stuck, try to figure out what the answer is not.
 5. Draw a line through choices you can eliminate.
 6. Insure the grammatical structure of the question agrees with your choice.
 7. Read all choices before answering (when "all of the above" is an option, it *tends* to be the correct answer).
 8. When opposite statements appear in a question, one of the statements is often correct.
 9. Watch for choices that mean the same thing – if they are saying the same thing, neither can be correct.
 10. The longest choice is often the right one – a lot of information is included to make the correct answer complete and clear.
 11. A middle choice (b or c) is often the correct one – instructors sometimes feel that putting a correct answer either first or last makes it too obvious.
 12. Be careful to look for give-away clues – often the answer to one question might be found in another question.
 13. If your choices involve numbers, often the middle number is correct.
 14. Be aware of unfamiliar terms or phrases – the only time you should select options with unfamiliar terms is when you are certain that all of the other options are distractors.