

PREPARING FOR OBJECTIVE TESTS

Prepare for Objective Tests

Learn to recognize the right answer rather than recall it from your memory bank. Recognition is easier than recall.

1. Prepare a study schedule one week before the test.
2. Organize and reduce your class notes and reading notes.
3. Make study notes on each topic.
4. Memorize your notes and review them mentally.
5. Predict questions that may be on the test.
6. Review and analyze previous tests from the same course.
7. Make your own multiple-choice, matching, true-false, and completion questions from your study notes.

Practice making your own Test Questions

Practice making and answering the following types of practice test questions either alone or with study partners.

1. Multiple-choice questions consisting of a stem, one correct answer, and a few incorrect answers.
2. Matching questions consisting of a list of stems and a list of their correct answers in separate columns.
3. True-false questions consisting of obviously true, partially true, partially false, or obviously false statements.
4. Completion questions (or fill-in-the-blank questions) consisting of sentences with important words or phrases missing.

Take Objective Tests

Apply the general principles of good test-taking.

1. Figure out how much time you have for each question, or set of questions, and budget your time accordingly.
2. Read the directions well.
3. Attempt every question, but answer only the easiest ones first. Establish a system for going back to difficult questions later.
4. Underline key words in the question, making a special note of negative words like "not."

Apply the Principles of Good Guessing

Use the test itself to increase your best possible grade. Learn to make smart guesses. The following are some tips to help make you a better guesser. Use these only when you do not know the answer and must guess.

#1 Multiple Choice Questions:

- Read the question and underline key words
- Anticipate the correct answer
- Eliminate unlikely answers
- Draw a line through each answer which you eliminate

- Be sure the stem agrees grammatically with its answer
- Use cues on the test to **guess** answers when you do not know the correct answer:
 - If one alternative is more general than the others, then it might be correct because it covers the most choices
 - If two alternatives have nearly the same meaning, then both are probably wrong
 - If the alternatives list a series of numbers or dates, then the highest and lowest are probably wrong
 - If most of the correct alternatives have been the longest, then guess the longest

#2 Matching Questions

- Begin by reading the column with the longest entries. Then glance over the column with the shortest entries to find the answer
- Draw a line through each entry as you find its answer
- Guess only after you have eliminated all the ones you know to be correct
- Avoid an answer that is listed directly opposite its correct stem
- Avoid an answer that is listed at the end as an extra answer at the end of the list

#3 True-False Questions

- Read each statement and underline key words. To be true, the entire statement must be true 100% of the time
- Statements with absolute or exact words such as the following words might to be wrong: all, always, must, necessarily, everything, every, definitely, exclusively, exactly, completely, never, no, none, without exception, impossible, cannot, nobody
- Statements with qualifying or indefinite words such as the following words might to be correct: almost always, usually, probably, frequently, often, some, sometimes, seldom, infrequently, perhaps, rarely, hardly ever.

#4 Completion Questions:

- Read each sentence carefully and underline key words
- Look for cues of grammatical agreement, like “a” or “an” before a blank
- Decide if the answer sounds right
- Look for cues in test questions in other parts of the test
- Assume the length of the line to be filled in “might” be a cue
- Write a phrase if you cannot remember the exact word