

Objective Tests

Multiple Choice • True/False • Matching • Fill-in-the-Blank

Preparing for the Test

Know how you'll be tested.

Will you be asked questions that require you to recall specific facts? Understand concepts? Apply what you've learned to real-life scenarios? Prepare accordingly...

Highlight emphasized topics.

Note why these topics are important.

Concentrate on vocabulary.

Identify terms/words used to represent specific concepts. Make flashcards and do frequent drills of the material. See if you can also put ideas in your own words.

Compare and contrast.

Construct charts, tables, diagrams, or lists to summarize relationships.

Taking the Test

Review the entire test.

Skim and develop a plan for your work. Allow time for questions that are worth more points. Reserve time to review your work and fix mistakes.

Read carefully.

Look for limits, how questions will be graded, and specific instructions (e.g. answer 3 of the 4 questions below).

Start strong.

Begin working on an easier question to warm up, but save time for the more difficult ones and those worth more points.

Avoid overthinking.

Interpret the questions literally and try to choose the answer you think the test maker intended.

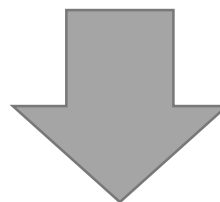
Keep your eye on the clock.

Work quickly, check your time regularly, and adjust your speed if needed.

Analyzing After It's Over

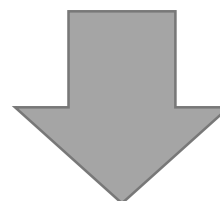
Examine the questions that you missed or lost points for.

Learn why the correct answer was more appropriate than yours. Were there areas of the test you were not prepared for? Investigate why you were not ready and create a strategy to tackle those areas.



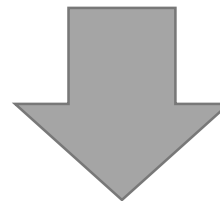
Did you know the answer but fail to read carefully?

Gauge difficulty and amount of detail in the test questions. Did most of the questions concern precise details, or main principles or application to new situations? Talk to your professor if you are not sure what to expect on the next test.



Were you able to finish the test within the time given?

Were you too anxious to focus on the questions? Visit an Academic Coach to help with test anxiety. Brainstorm other possible reasons for why you were unable to complete the exam. Develop a plan to work on these problems.



Use post-testing tools to identify and analyze areas of improvement.

Multiple Choice Questions

Read the stem (the statement or question).

Cover the choices (the distracters) and formulate your own answer.

Read each choice, even if the first choice matches your answer. There may be a better answer.

Evaluate each choice against your formulated answer.

Read the stem and choice together as if reading a true-false question.

If the choice makes the statement false, cross it out.

If two or more choices seem correct, find the differences between them.

Relate the differences to the stem and decide which choice is better.

Remember to check if your choice makes the stem true.

Watch out for modifiers like not, except, always, never, and only.



True/False Questions

If you do not know the answer, mark it true.

There are generally more true questions than false because it is harder to make false statements sound true.

Pay attention to the details.

In order for a statement to be true, every part of the statement must be true and must be true all of the time. If any part is incorrect, the entire statement is false.

Look out for modifiers and generalizations.

Absolute words (always, never) and broad generalizations (everyone, nobody) often make a statement false. Ask yourself, "Can I think of an exception to this statement?"

Look out for qualifiers.

Qualifying words (usually, sometimes, frequently, most) often make a statement true.

Look out for negative words or prefixes.

Prefixes (im-, un-) can entirely alter the statement's meaning.



1. If you aren't sure of an answer, don't leave it blank.
2. If the word immediately preceding the blank is **a** or **an**, this is a clue as to at least the first letter of the answer.

Matching Questions

These questions tend to focus on relationships between ideas or information.

- 1) Begin with the longer column and look for a match in the shorter column of descriptions.
- 2) For every match you make, cross out items in both columns unless more than one match is possible.