Test Taking
Objective Tests

Multiple Choice Test

- Read the question only and quickly gather your thoughts before reading the possible answers.
- Read all choices before answering.
- Cross out choices you know are incorrect.
- Eliminate grammatically incorrect answers.
- Watch for two answers that mean the same thing.
- If a question confuses you, consider the question and each answer as a true-false question.
- Use what you know to analyze and make decisions about information.

True/False Tips

- Make sure a statement is completely true before answering true.
- Watch for words such as always, never, seldom, or usually.
- Use the rest of the test for information to help you answer.
- If in doubt; go with your intuition.

Matching Tips

- Use the side with the longest responses as the question on matching tests. Use the shorter responses as the answer column. This will save some time.
- Try to determine the relationships between the columns on matching exams. Sometimes they focus more on dates, locations, events, people, causes, effects, and so forth. Identifying the relationships helps you focus your thoughts in an organized manner.

Additional Tips

- Watch for double negatives. Negative times negative equals positive. For example, consider the phrase "not unimportant." Something that is "not unimportant" is important.
- If you don't know an answer, skip it and go on.
- When all else fails, guess. Never leave a question blank. Try to devise an answer in your own words. Then look for a matching response. If none exists, make an educated guess.
- Review your exam before turning it in.

Adapted from: Study Methods and Reading Techniques, Rhonda Atkinson and Debbie Longman, West Publishing (1993).