

Objective Test Taking Tips

Multiple Choice Test

- Read the question. Cover the answer options and think of the answer before reading the possible choices.
- Read all choices before answering.
- Cross out or highlight choices you know are incorrect.
- 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.

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.

Matching Tips

- Use the side with the longest responses as the question on matching tests. Use the shorter responses as the answer column.
- Try to determine the relationships between the columns on matching exams. Sometimes they focus on 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. A negative plus a negative equal a positive. For example, consider the phrase “not unimportant.” Something that is “not unimportant” is actually important.
- 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.
- If time permits, review your exam before submitting it.

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