The WRITING CENTER

Elftmann Student Success Center

A Guide On How To:

Take A Test That Is

- Multiple Choice
- True or False
- Fill in the Blank
- Matching

Getting Ready to Take the Test

An objective test is one in which there is one correct answer to a question. Multiple choice, true/false, and matching tests all qualify as objective tests, and are ones you'll likely encounter as you follow your technical program.

How can I prepare for the test?

The best way to prepare for an objective test is to become so familiar with the material that you can **recognize** the right answer. Since objective tests typically require you to remember and understand material, studying for your test should concentrate on **basic concepts** you'll need to remember for use further on in your program. For example, objective tests often focus on the definitions of vocabulary terms, which are then used as part of the language of the field.

Specific strategies for preparing for an objective test should be chosen based on your strengths as a learner:

If You Learn Best By:	Try:	For Example:
Seeing	• using color • using visual cues	• highlighting • marks in your textbooks • creating a graphic organizer
Hearing	• reading the material out loud • recording the material and listening to it	• with a study partner • an mp3 file (Podcast or CD)
Doing	• using manipulatives • making a game with the material	• flash cards • Concentration, Jeopardy, Baseball
Combination of senses	• using two strategies at once… • varying the strategy you use • studying a little bit at a time	• create a self-test with the material, and then reading the material out loud to study • walking while listening to your notes on an mp3 file • scanning your highlighted notes or textbook before each class

There are some general steps you can take to improve your confidence on an objective test:

Know the test	• Read the **directions** carefully for each part of the test. Failure to follow the directions may cancel out any points you would earn with a correct answer.
	• Read each **question** carefully. Some questions ask for all the correct answers, some ask for only the best answer.
	• Note the **time limit?** Divide the number of questions by th amount of test time. *ex: 60 mins ÷ 10 questions = 6 mins per question*
Preview the test	• Find the **point value** for each type of question.
	• Do the questions you **know** first.
	• Mark the questions you need to go back and **re-read**. You might be able to pick up some clues that you can apply to the questions the second time through.
After you've read the question	• **Predict** the answer to avoid becoming trapped between two or three answers that sound good.
Review answers	• **Review** your test before turning it in.

Objective tests are full of clues, but you may need to approach your test differently to find them.

- Beware of **limiting words** in the question or answer like "always" or "never." If you're doing a true/false test, these are usually false.

- Check that the answer choice grammatically and logically **fits the stem** of the question.

- **Eliminate** options that say basically the same thing.

- If two options are complete **opposites,** one of them is probably correct.

- Sometimes questions will give **combinations** of previously listed options (all of the above; a, b, and c; etc.) In this case, it is crucial that you **read each answer** and determine its correctness. Cross out the options you know are not true, and you'll have a better picture as to the best choice.

What can I do for future objective tests?

One of the best strategies a student can use is to review the test after it is graded and returned. Noting what you missed and how to correct it will improve your score on the next exam. Follow these guidelines to complete the objective-test cycle:

Reflect	**Reflect** *on your test in a learning journal. Devote a page or two at the back of your notebook to record the test date, topic, and how you felt about it in a two-column format.*
Past Tests	*Learn from your* **past tests.** *Notice what types of questions you often miss (vocabulary, fill-in-the-blank, etc.) or mistakes you often make (reading directions, rushing, etc.), and make a point to remedy those errors.*
Highlight	*After the text,* **highlight** *items in your notes and textbooks that were included on the test as soon as possible. This is a key indicator of what will be included on the mid-term and final exam.*

References

- Landsberger, Joe. (1996). *Study guides and strategies*. Retrieved from http://www.studygs.net
- McWhorter, Kathleen. (2010). *College reading and study skills.* 11th ed. Boston: Pearson Longman.

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