

TAKING OBJECTIVE TESTS

DIRECTIONS: Read the follow tips for test taking. Check off the ones you already use. Star the ones you need to start using.

BEFORE

- Once in the testing room, concentrate on the points you want to remember. Make sure you concentrate only on the things you have already been studying (trying to learn something at the last minute is futile).
- Nervousness before an exam is natural. Relax before you begin.
- Once you get the test, make sure your name and other required identification is on the test and scantron.
- Listen to and read the instructions. Ask any questions you have about them.
- Once the exam begins, copy anything you are afraid you may forget on the back of the exam.
- Glance quickly through the test to make sure your test form is complete and correctly collated.
- Look at the point values for each question, and determine the time you should spend on each question or section. Allow for enough time for the questions that are worth the most.

DURING

- Give full attention to each question in turn; don't worry about one question while trying to answer another.
- Work easy questions first. Mark others for later return; there may be clues within the test to the difficult questions.
- Read the entire question.
 - Read it as is actually reads, not as you would like it to read.

- Be alert to no, not, none in the questions; they are easily overlooked and often change meanings.
- Try to supply your own answer before reading the choices provided.
- Read all of the choices before choosing one.
 - Eliminate obvious wrong answers.
 - Eliminate options that are similar unless "all of the above" is an option.
 - Watch for specific determiners (only, all, no, never, always, must, etc.).
Options which suggest finality are likely to be incorrect.
 - Options that contain words that imply possibilities (may, generally, usually, often, sometimes) are safer choices.
- Guess, unless there's a severe penalty.
- In matching questions, cross out choices as you use them.
- Lapses of memory are ok; relax and gather your thoughts, then move on to the next question—it may "jog" your memory.

TO CHANGE OR NOT TO CHANGE

- On multiple choice exams, DO NOT live by the old adage, "Always go with your first impulse." Change your answer if you discover new information in another question, or if you misread the question the first time. Studies show that the odds are 2 to 1 that your test score will be raised rather than lowered if you change the answer for one of these reasons. Go with your first impulse as a last resort.

WRAP UP

- Check for omitted questions.
- Make sure the marks on the scantron add up to the number of questions on the exam.
- Double check to make sure your name, ID number, and test number are on the exam.