

# Tips for Objective Tests

- 1:** Answer all the questions in order without skipping or jumping around. Identify doubtful answers by making marks in the margin. Recheck these after all questions have been answered.
- 2:** Do not linger too long on any one question. Mark your best guess and move on, returning later if you have time.
- 3:** Reread all questions containing negative wording such as "not" or "least." Be especially alert for the use of double or even triple negatives within a sentence. These must be read very carefully to assure full understanding.
- 4:** In regard to true/false questions, check for qualifying words such as "all, most, some, none," "always, usually, seldom, never," "best, worst," "highest, lowest," or "smallest, largest." When you see one of these qualifiers, test for truth by substituting the other members of the series. If your substitution makes a better statement, the statement is false; if your substitution does not make a better statement, the statement is true.
- 5:** Watch for modifying or limiting phrases inserted into true-false questions. Instructors often use inserted names, dates, places, or other details to make a statement inaccurate.
- 6:** Be alert for multiple ideas or concepts within the same true-false statement. All parts of the statement must be true or the entire statement is false.
- 7:** Be cautious about changing your answer in a true-false or multiple-choice question without good reason. Your first "guess" is more likely to be correct than are subsequent "guesses," so be sure to have a sound reason for changing your answer.
- 8:** Apply the same approach to answering both true-false and multiple-choice questions. The same techniques will work equally well for both, since multiple-choice questions are basically true-false questions arranged in groups.
- 9:** On matching exercises, work with only one column at a time. Match each item in that column against all items in the second column until you find a proper match, marking through matches about which you are certain so that it will be easier to match out the rest.