



## OBJECTIVE TESTS

### TIPS ON ANSWERING OBJECTIVE TEST QUESTIONS

1. **Don't change many answers.** Avoid rereading the entire test and changing your answers. Trust your initial insight. If you aren't positive about an answer at first, check or circle it and return to it later.
2. **Don't waste time quarreling with a question.** Respond and perhaps discuss it with the instructor later.
3. **Guard against mechanical errors.**
  - a. Don't mix answer symbols (mark b instead of d). Always double check that your answer is recorded, just to be sure you marked the answer that you intended.
  - b. Don't record the answer in the wrong place (line or column).
  - c. Don't misread directions.
  - d. Don't miscalculate. Check your math steps twice.
4. **Answer questions you know well first** in order to increase your confidence. If time runs short, you'll have these right. You may get hints to help with other answers. Don't worry if you don't know all the answers.
5. **The following special techniques and precautions** must be taken with machine-scored tests.
  - a. Be sure to use the special electrographic pencil.
  - b. Mark your answers full and solid but don't spend unnecessary time marking; you waste up to 10% of your time in this way. Every extra point can count!
  - c. Make clean erasures.
  - d. Do not make stray marks.
  - e. Be sure you understand and follow the directions for each section of the test.
  - f. Don't be upset if you can't finish all questions in each section.
  - g. Choose the shortest or longest answer if you must make a blind guess.
  - h. Keep your test booklet and answer sheet close together to save time on hand-eye-head shifts.
6. **Use all of the time allotted.** According to research studies, the first and last ones to leave the exam room usually get the best grades.

### SUGGESTIONS FOR PROBLEM EXAMINATIONS

1. Read the problems carefully and see exactly what is asked.
2. Reread the problems and see exactly what is given.
3. See what principles apply.
4. See how to apply the principles.
5. Carefully apply the principles and reach the solution.
6. Check your work.

## TIPS ON READING OBJECTIVE TEST QUESTIONS

- 1. Read and think carefully about all possible answers.** Don't jump to overly hasty conclusions and mark an almost right answer as the answer.

Example: Which of these is not a salt-water fish?

- a. sea horse
- b. whale
- c. salmon
- d. red snapper

Answer: Whale. It lives in salt water, but it is not a fish; it's a mammal.

- 2. Make use of shrewd inferences.** It is a form of guessing and will not always produce a correct answer, but it is worth trying.

Example: Which of these is a state capital?

- a. Springfield, Illinois
- b. Springfield, Massachusetts
- c. Springfield, Tennessee
- d. Springfield, New Jersey
- e. Springfield, Ohio

You know the capitals of several of these states. You have never heard of Springfield located in others. You recall that Abe Lincoln seemed to have a lot of connections in Springfield, Ill. Maybe this is the correct answer. It is.

- 3. Read the whole question carefully.** If any part of a true-false statement is false, the answer is F.

Example: The Statue of Liberty, located on an island in New York Harbor, was donated by France in 1927.

Answer: False. The date is incorrect.

- 4. Read the multiple choice questions and try to give the answer before you read the choices.** Some of the choices may be true statements in and of themselves but not be an answer to this particular question. Cross out the obviously wrong statements and improve your odds.

- 5. As you read the questions, accept them at face value.** Chances are the instructor is not trying to trick you; he wants to find out if you can recognize a correct answer when you see it.

- 6. Note the following words, which may change your entire answer.** Beware of generalizations and qualifying words. These are "key" or "clue" words, which prevent careless readers from achieving high grades. Know and watch for them:

- |                |            |           |
|----------------|------------|-----------|
| a. All but one | f. Result  | k. Only   |
| b. Not         | g. Source  | l. Few    |
| c. Every       | h. Expect  | m. Except |
| d. Never       | i. Despite | n. Always |
| e. Cause       | j. All     | o. Seldom |