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**Tips on Taking Objective Tests**

1. **True-False:**

* In order to be “True” a statement must be 100% true.
* Absolute words usually indicate that a statement is False (e.g. always, never)
* Negative words and negative prefixes reverse the meaning of the statement (Not, no, neither, ir-, un-, il-). When there are multiple negatives in one statement, mark them off in pairs to clarify the meaning of the statement.

1. **Multiple Choice:**

* Read the directions carefully. Are you choosing the single best option, two correct options, or an incorrect option?
* For questions that begin with an incomplete sentence, choose the option that creates a grammatically correct sentence.
* Choose “All of the above” if you are stuck.
* Use process of elimination to discard foolish options. Don’t be tricked into selecting these distracters because you have not seen them before.
* Choose the middle number from a range of numbers if you are stumped.
* If you are stuck, mark True. Professors usually want to leave true information in your mind.

1. **Matching**

* Pair up the items you are certain of before you begin guessing.
* Mark off the items you have matched in order to avoid confusion.
* Read the column with the longer items first and try to match shorter items to them. This will save you time.

1. **Fill in the Blank**

* Study to the point of recall, not just recognition.
* Disregard the length of the blank.
* If you are stuck, ask the professor a clarifying question (e.g. “Are you looking for a number?”)