

# TIPS ON TAKING OBJECTIVE TESTS

## 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.

If you are stuck, mark True. Professors usually want to leave true information in your mind.

## 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 dramatically 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.

## 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.

## 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?").

