

Getting Organized to Take an Objective Test

On your way to the test follow these guidelines:

1. Gather all necessary materials.
2. Wear comfortable clothes and shoes.
3. Psych your self-up with positive self-talk.
4. Try and find a quiet place to review before the test.
5. Make sure your pens, pencils, and other materials are out and ready before the test.
6. Practice some relaxation techniques.

Before starting to answer the test questions consider the following:

1. Listen carefully to all instructions from the teacher.
2. Be sure your name and other required identifying information is on the test.
3. Try and jot down as many facts as you can remember before beginning the test.
4. Quickly review the exam for the number of questions, type of questions, and point value.
5. Make a schedule for completing the test- **PACE YOURSELF!**
6. If at any time you begin to tense up out of nervousness-do some relaxation exercises.

Quiet!
EXAM IN PROGRESS



Taking an Objective Test

Test-Taking Steps:

1. **Budget your time:** after knowing the length of the test session, subtract five minutes for reading the directions and another five for a final check. So, if your test is an hour, that leaves you 50 minutes to take the test and review the answers a second time.
2. **Read the directions carefully!** Do not assume you already know what they say. For example, the directions might tell you to select the least appropriate answer. A True/False test might ask you to answer with a yes or a no. Be careful!
3. **The First Go-Through:**
 - Attempt every question but answer the easy ones first
 - Read all questions thoroughly and critically
 - Don't over-interpret questions, go with your "gut" instinct
 - Establish a system for going back to questions later. For example, if you are unsure of a question, put a pencil dot next to it and go back to it later. For multiple choice questions- mark off answers you know are wrong.
4. **Your Second Go-Through:**
 - Read the directions again
 - If the question seems really difficult, underline key words.

- Put difficult questions into your own words.
 - Ask your teacher if it is too difficult to understand
 - Reason through each question
 - Try to recall class lectures
 - Look for cues, or clues to help answer the question
5. **Final Check**
 - Go back to any answers you wished to change and double-check
 - If there is no penalty for guessing- use a guessing strategy. If there is a penalty for guessing-DO NOT GUESS
 - Erase stray marks especially if it is a machine-scorable answer sheet

Answering Multiple Choice Questions

1. Anticipate the answer before you read the selection. This may help narrow down the choices.
2. Eliminate unlikely alternatives. Cross off answers you are sure are incorrect.
3. If two alternatives have nearly the same meaning, then they are both probably incorrect.
4. If two alternatives have the opposite meaning, one of them is probably the correct answer.
5. When alternatives are of a numerical value or a range- it is often safe to eliminate the alternatives.

Answering Matching Questions

1. Make all of the matches you are sure of first.
2. Leave alternatives you are not sure of and work your way through the rest of the test.
3. Come back to the unfinished matching questions and look for cues.

Different Cues to look for:

1. A mixture of categories: sometimes there are categories in matching items like names, dates, and events. Pick those that logically go together.
2. Position Cues: Usually the correct match is not directly across from the cue- so, if you are not sure it is the correct answer, don't pick the one directly across.

Answering True-False Questions

1. Do not overinterpret the question-try not to find exceptions to every statement.
2. Unless the entire statement is true-mark your answer false!
3. Don't spend too much time on one question- come back to it later.
4. Don't question your answers if you have a string of false answers or a string of true answers- the pattern of answers is irrelevant.

Answering Completion Questions

1. Look for cues of grammatical agreement. For example, if the word before the blank is *a* or *an*, it can tell you if the missing word starts with a vowel or a consonant.
2. Read the question out loud, but quietly to yourself-sometimes hearing the sentence will help stimulate your memory.
3. Skip and mark questions you are not sure of. After going through the rest of the test you may discover the answer in another question.
4. The length of the line can also be an indicator of an answer but isn't always a reliable cue.



Studying for and Taking an Objective Test Grades 7-12



Compiled by the Strongsville
High School Staff and Student
Support Team

Adapted from Testwise: Strategies for
Success in Taking Tests

Rona F. Flippo