

Objective Tests Focus on Factual Knowledge and Definitions.

PREPARATION

Learning is getting information in your long term memory. Short term memory or reading for understanding will stay with you for 30 to 90 seconds.

Two ways to remember material are:

1. Making it have meaning for you
2. Repetition through recitation and review.

Sixty percent (60%) of the material you learn in one study session will be lost in one week if you don't review.

To be prepared for an exam, you need to:

1. Get the information you need to know – the lecture notes and the reading material.
2. Organize the information for easy access and for efficient studying. Split page and/or flash cards.
3. Learn the material through recitation and/or creation of personal meaning.
4. Over-learn by practicing.
5. Over-learn by learning more than you expect to be on the test.

TAKING THE EXAM

Before the Test

If possible, find out what kind of questions will be on the test. This will help you in your studying and help eliminate the shock of seeing something on the test you didn't expect.

In General

- A. When you first get the test, look it over for the following:
 1. Missing or blank pages
 2. What type of questions are on the test
 3. How long is the test and how fast will I have to work to finish it
 4. Read the directions carefully to be sure you understand them
- B. If you have any questions, ask the instructor. Asking questions before you start the test will be easier on you and will be more easily dealt with by the instructor.

- C. Answer the questions you know first. Mark the difficult ones and come back. **Don't get stuck on any one item.** You only get credit for those you answer and if you get stuck on one or two questions, you may not get to others you can answer.
- D. Answering the questions you know will help build confidence.
- E. If you are having trouble with a question, underline key words in both the question and the choices; this will help you figure out what is being asked. Underlining key words can also help you slow down and improve your concentration.
- F. If you have extra time, review your answers rather than leaving.
- G. In general, don't change answers unless you have a good reason – like you misread the question or you remembered some additional information.

True – False

- A. Read carefully, considering what you have learned. Don't add things or try to make it more complicated than it is. For difficult questions, underline key words and study them. See if they make sense, see if they fit together. If they do, the question is probably true. If any term or part doesn't fit or seems incorrect, the statement is probably false.
- B. Usually questions containing “never, none, always, all” and “every” are not true because there are usually exceptions. However, there may be times these words can be used and be correct so you will have to be able to recognize them.
- C. If any part of a true-false item is false, the whole item is false.

Multiple Choice

- A. If the directions say choose the best answer, there may be more than one correct choice. You need to find the one answer that fits best with the first part of the question. If you are having trouble, don't just focus on the answers. Go back and compare how well the first choice and the questions go together, and how well the second choice and the question fit. Choose the one that seems most right.
- B. “All the above” or “none of the above”: Carefully look at each choice and mark it as correct or not correct and then select the best choice – all, none or one of the other answers. As above, be sure and check the fit of the answers and the questions as well as comparing answers.
- C. On SCAN-TRON and other machine scored test, ERASE ALL EXTRA MARKS. Extra marks will cause the answer to be marked wrong and usually no one will find the problem.

Matching

Columns equal (easier), columns unequal (harder).

Cross out letters of items used. For unequal columns you may need to check through all choices of each item. Sometimes an instructor will put in a partially correct item to check your complete understanding of the information. Sometimes you can do better working backwards. In this instance read the choices first and see which terms fits.

Guessing Strategies

After you have answered all the questions you know, go back to the ones you didn't know. Work on the ones you knew something about first. As you work each question, try to eliminate as many incorrect choices as possible (draw a line through the letter in front of the choices) and then choose the one that seems to fit the best.

If there is a penalty for guessing (most instructors don't do this), be sure you can eliminate one or two choices in a multiple choice question before you guess. If the penalty is greater than $\frac{1}{4}$ of a point, you will need to eliminate more choices or perhaps avoid guessing at all.

Review the Test Results

When you get your test back, look to see what kind of questions you missed and why. Did you add too many of your own ideas into the question? Did you miss or misinterpret some key words? You may want to underline them next time.

Finding out what kind of mistakes you made will help you plan your studying for the next exam.