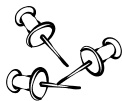


TAKING OBJECTIVE TESTS

An objective test is one having set answers which correctly fulfill the requirements of the questions. The test may be scored by anyone who happens to have the answer key. Examples of objective tests are: true/false, multiple choice, fill in the blank, matching, and in some classes, problem solutions.



GUIDELINES	IMPLEMENTING CONSIDERATIONS
1. Study for an objective test.	a. Focus on the facts, ideas, and basic concepts. b. Answer practice questions from the text or ones you write.
2. Know what you want from the class.	a. Set a grade goal. b. Set an information goal (what is the relationship of the information/class to your academic major and career.) c. Study according to a. and b.
3. Be in your seat 5 minutes before the test begins.	a. Use this time to warm-up. b. Use relaxation techniques. c. Close your eyes and visualize notes, text, etc... d. Let your thoughts float freely over the information. e. Focus your concentration on taking the test. f. Close off and tune out distractions.
4. Read the directions—this should be done first so that you know what the instructor is after.	a. What are the test time limits? b. Do you have any choices about questions you may answer? c. How and where are you to answer the questions? d. How will the items be scored? e. Are there any legitimate and usable test aides?
5. Schedule your time—this allows you to pace yourself so you don't run short of time.	a. Check for the total length of the test, e.g., how many sections, pages, questions. b. Check for degree of difficulty of the questions. c. Check the point value by question, section, and test.
6. Use clue words—instructors often “give away” answers just in the way they write the questions.	a. How do absolutes and modifiers change the questions when they're deleted? b. How correct is the grammar (on multiple choice tests)? c. What do the “major” terms of the question mean?
7. Omit, delay, or postpone difficult test items—this allows you thinking time and the possibility that later items may trigger your memory.	a. Go over the entire test quickly and do the questions you know for sure. b. Mark questions you've passed over so you don't spend time looking for them. c. Keep moving rapidly and don't erase the first time through.
8. Break time.	a. Every 10 to 15 minutes relax body, stretch, take deep breaths, relax mind, close eyes, and visualize a blank or relaxing scene. b. Relax for 30 seconds to one minute.
9. Review after you're done—this helps erase “afterthought” questions.	a. Have you put your name on the test? b. Have you attempted each question? c. Do you have sound reasons for changing answers? If not, leave the answer as it is.

