

**HOW TO TAKE OBJECTIVE TESTS:
A KEY TO SUCCESSFUL PERFORMANCE**

William Doverspike, Ph.D.

Drdoverspike.com

770-913-0506

Review the main ideas while watching for details. When you study for an objective test, review the main ideas, but keep track of the details. Note bolded words, italicized phrases, technical terms, and key sentences.

Think of an answer before viewing choices. Think of an answer before looking for it in the list of options. Alternatively, eliminate those that are obviously incorrect. Of the remaining options, select the one that is most correct.

Read test directions twice. When taking an objective test, read the directions twice. When getting stuck on a particular test item, it may be helpful to read the instructions again.

Read the questions carefully. Read each word of the question. It is important to understand what is being asked. When reading the questions, pay attention and underline key words like *always*, *never*, *sometimes*, or *usually* before you answer each question.

Answer questions as you read them. To save time, answer each question as you read it. If you don't understand a question, carefully change or alter the wording of the question to see whether the change will help clarify the meaning.

Think logically when reading questions. On true-false questions, remember that both parts of a complex statement must be true for the entire statement to be true. A single word, such as *always*, *never*, or *not* can change the entire meaning of a statement.

Save more difficult items until last. Pass over those items that are difficult or of which you are unsure. Complete the items you know well, and return to the more difficult items later. If there is no penalty for wrong answers, fill in every

blank. However, don't start guessing until you finish the entire test.

Attempt some answer to each question. On fill-in-the-blank or completion questions, more than one answer may be correct. Even if you are penalized, you should write in an answer if you have a hunch about it. Post-test surveys often indicate that a well-prepared student's first hunch is usually correct, so be cautious when considering changing an initial response.

Think twice before changing an answer. When reviewing the answers you have selected on multiple choice tests, be careful about second-guessing your original answer. Many students second guess themselves by changing a correct answer to an incorrect one, rather than changing an incorrect answer to a correct one.

Show what you know. Even when you can't answer a question at all, it is sometimes better to write down some information. If you don't know the answer to a question, at least show what you do know.

Use visual associations to recall factual material. People remember by associations. Make full use of this natural associative process when taking a test. If you become frustrated when trying to remember a particular fact, try to recall its relationship with other things around it. For example, try to visualize the book in which you read it, where you were sitting at the time, what the page looked like, and any pictures or graphs which were associated with the text.

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