Test Questions

- Essay
  - Before you write
  - Writing
- True/False
- Multiple Choice
- Matching
- Short Answer/Fill-in-the-Blank
Essay Questions

- Before you write
- Writing
Before you write

- When you get the test, read the essay question(s) first, then do the rest of the test. You may find answers or supporting points for your essay in the other part of the test.

- Reread the essay questions and underline key words and make sure you understand what you are being asked to do.
Before you write
(cont.)

- What is the question asking?
  - Compare/Contrast.
  - Agree/Disagree with statement?
  - Does it ask for a certain number of things?
  - Are there specific authors, ideas, or time periods requested?

- Jot down all the ideas and examples in the margin or on a scratch sheet of paper.

- Budget your time according to point value.
Writing

- Begin with the question that seems easiest to you.
- Turn the question or statement into a thesis sentence adding your opinion to the statement.
- Make your handwriting as clear as possible. If the instructor cannot read it, you will lose points.
Writing (cont.)

- Write at least three supporting statements.
- Back your statements up with the facts, quotations or references to reading material, and statistics you have studied.
- If you have the time, read over your answer to see if you have included all the necessary points.
True/False

- Read the directions before you begin.
- Determine the number of questions and budget your time.
- Read each question carefully.
- Look of qualifiers: Never, all, none, only and always generally indicate a statement is false. Sometimes, generally, often, frequently, and mostly indicate a statement is true.
- Answer all questions you know first.
When guessing, do not change answers. Research indicates your first answer is usually best. Note: Often true/false tests contain more true answers than false answers.

Answer all questions.

“Reason” statements tend to be false. When something is given as the reason/cause/because of something else the statement will tend to be false.
Multiple Choice

- Read the directions carefully.
- Attempt to answer the question without looking at the options.
- Preview the test. Read through quickly and answer the easiest questions first.
- Answer the questions you know first. Mark the ones you don’t know. Often answers to questions you don’t know are supplied in other questions, so pay attention.
Eliminate the distracters. Analyze the options as true/false questions. In a negatively worded question (as in “which of the following are NOT. . .”), put a T or F beside each option, then simply select the false statement.

Never be afraid to use common sense in determining your answer. Sometimes reasoning through the questions is better than trying to recall the “right” answer.
Multiple Choice (cont.)

- When guessing, do not change answers. Research indicates your first answer is usually best, but don’t be afraid to change it if you have a good reason.

- When guessing, choose answers that are not the first or last option. Research indicates that the option in the middle with the most words is frequently the correct response.

- Answer all questions.
Multiple Choice (cont.)

- If the first option is a correct one, look at the last option to make sure it is not an “all of the above” option. The same is true for “none of the above” question.
- If options appear similar, chances are one of them is the correct response.
- Read through the test a second time and answer the difficult questions.
- Allow time at the end to check for carelessness.
Multiple Choice Difficult Questions

- Eliminate options you know to be incorrect.
- Give each option of a question the T/F test.
- Question options that grammatically don’t fit with the stem statement.
- Question options that are totally unfamiliar to you.
- Question options that contain negative or absolute words.
- If you know 2 or 3 options seem correct, “all of the above” is a strong possibility.
Multiple Choice
Difficult Questions (cont.)

- Number answer: toss out the high and low and consider the middle range numbers.
- If options look alike, one is correct; choose the best but eliminate choices that mean basically the same thing, canceling each other out.
- Change double negatives into a positive statement and consider.
- If two options are opposite each other, chances are one of them is correct.
Favor options that contain qualifiers. The result is longer, more inclusive items that better fill the role of the answer.

If two alternatives seem correct, compare them for differences, then refer to the stem statement to find your best answer.

Use hints from questions you know to answer questions you do not.
Matching

- Read the directions carefully.
- Determine the pattern of the matching questions. What is being matched—people with quotations, words with definitions, events with descriptions?
- Answer the ones you know first.
- Choose the longest column to read first.
- With each answer cross out the items used from both columns.
Short Answer Tests

- Read the directions before you begin.
- It is best to over study for this type of test. You know it or you don’t.
- Answer the questions you know first. Often answers are supplied in other questions. Go back to answer the difficult questions later.
- When you prepare for the exam, focus on facts and key words. Try to predict questions appropriate for this type of exam.