

# EXAMS—TYPES OF TESTS

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<b>TYPE</b>	<b>CATEGORY</b>	<b>POINTS TO CONSIDER</b>
True-False	Objective	Watch for key words; do not over interpret; guess if not penalized.
Multiple-Choice	Objective	Read all alternatives before answering; guess if not penalized; watch for key words—all or nothing propositions; use your reasoning skills.
Completion	Objective	Ask for recall, not recognition; fill in the blanks with something reasonable; use clue words to help you recall.
Matching	Objective	Read instructions very carefully; complete all matches; use process of elimination.
Essay	Subjective	Watch for key words or words which will help you identify the thought pattern; do not pad; know your facts, stress organization, think before writing (outline).
Short-Answer	Subjective	Watch for key words; get to the point, do not pad; read all items first; think before writing.
Take-Home	Subjective	Stick to a work schedule; prepare as for in-class exam; precision and accuracy expected.
Open-Book	Subjective	Prepare as for in-class exam; organize notes but do not depend on your source materials.
Problem-Solving	Practical	Prepare with practice; show all work; indicate answer clearly; check your work as you go.
Identification	Practical	Prepare with practice; look at many different examples; note defining characteristics.
Demonstrating Technique	Practical	Prepare with practice; study with others; stay cool.