

## Taking a Multiple Choice Exam

1. **READ THE DIRECTIONS:** Remember to read the directions carefully before you begin the exam. It is easy to lose points if you don't follow the directions.
2. **ATTEMPT TO ANSWER THE QUESTION WITHOUT LOOKING AT THE OPTIONS:** If necessary, cover the answers with your hand.
3. **ELIMINATE THE DISTRACTORS:** 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.
4. **NEVER BE AFRAID TO USE COMMON SENSE IN DETERMINING YOUR ANSWER:** It is sometimes easy to confuse yourself by attempting to recall the "right" answer rather than simply reasoning through the question. Make sure your answer makes sense.
5. **ANSWER THE QUESTIONS YOU KNOW FIRST:** Often answers to questions you don't know are supplied in other questions. Go back to answer the difficult questions later.
6. **WHEN GUESSING, DO NOT CHANGE ANSWERS:** Research indicates your first answer is usually best. However, don't be afraid to change answers when you have a good reason for doing so.
7. **WHEN GUESSING, CHOOSE ANSWERS ARE IN THE MIDDLE:** Research indicates that the option in the middle with the most words is usually the correct response.
8. **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 the "none of the above" question.
9. **TOO MANY "SIMILAR" ANSWERS:** If options appear similar, chances are one of them is the correct response. The same is true for quantities that are almost the same.
10. **REREAD THE EXAM:** Allow time at the end to check for carelessness. Make sure you have answered ALL of the questions.