**Mastering Multiple Choice Exam**

# Time management

* Look over the whole test
* How many question are there
* What is each question worth
* How can you best use you time

# Read the direction

* Slow down!! Don’t rush to jump into writing the test until all instructions are read
* If any directions are confusing, try to restate them in your own words or clarify with the proctor

# Stop and relax

* Take a deep breath and relax your shoulders. Remind yourself that you are prepared and can deal with this

# Environment

* Shut out other People and noises
* Imagine you are alone in the space
* Consider ear plugs

# Begin the Exam

* Underline or highlight significant works as you read
* If you are unsure don’t guess – come back after you have gone through whole test

# Reading Questions Tips

* What is the question really asking
* Are there any key words
* What information about the question is in the answer
* How can I answer this in my own words

# Don’t guess too soon

* Make sure you read all of the options and don’t stop when you come upon one that seem right, be sure to read all the possible answers
* Be alert to possible clues in the questions and answers
* Use the process of elimination when you’re unsure

# Tips

* Extra-long jargon options are often decoys -wrong answers
* Options which include unqualified absolutes, like, **never** and **always** or guarantees - wrong answers
* Conservative or “guarded” statements are correct more often the chance can predict
* Options containing phrases as “may sometimes be” or “can occasionally result in” are often correct.

# Stumped

* STOP and take a breath….. Don’t Panic
* Don’t beat yourself up because you don’t know the answer. Remember no one knows everything! Skip the question and come back to it
* If you have no idea, guess … never leave a blank answer. Eliminate choices that you know are incorrect before making a guess, this will increaser your odds of guessing correctly.

# Second thoughts

## Maybe you should change you answer?

* If you have a very good reason for choosing another answer then considers doing so. Don’t change it unless you are certain.
* Studies indicate that when student change their original answers they usually change them to the wrong answer.

## References

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