

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 increase your odds of guessing correctly.

Second thoughts

Maybe you should change your answer?

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

References

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