

# Multiple Choice Exams

- 1. Remember to read the directions for the exam before you begin.**
- 2. Attempt to answer the question without looking at the options.**  
If necessary, cover the answers with your hand.
- 3. Eliminate the destructors.**  
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 that are not the first or last option.**  
Research indicates that the option in the middle with the most words is usually the correct response.
- 8. Answer all questions.**  
Unless points are deducted for incorrect responses, leave enough time to answer all questions.
- 9. 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.
- 10. If options appear similar, chances are one of them is the correct response.**  
The same is true for quantities that are almost the same.
- 11. Allow time at the end to check for carelessness.**