

Multiple Choice Test Taking

Work on understanding the material – not just memorizing it!

The wording of the question may be different or seem more difficult than the way you originally learned the material.

- **Memory Dump:** When you first begin the test, **write down all formulas and memory devices.** This will help clear your mind to answer the test questions.
- **Read directions carefully** and **survey the entire test.**
- Answer the easy questions first and return to the ones you are not sure of later.
- **Read each question carefully** and **underline, circle or highlight any key words** in both the question and the choices.
- **Always read all of the choices**, even when the first choice seems correct.
- If the answer is not readily apparent, use a **process of elimination.** Eliminate all the choices that you know are definitely wrong, then re-read the choices that are left.
- Look for **key words** in the question that relate to key words in the choices.
- **Be alert for grammatical inconsistencies** between the question and the choices. Read the question with the choice to see if the two fit together.
- **Be on the lookout for information** and answers in test questions that may answer other questions.
- **Answer every question.** Even if you have forgotten some of the material, you will probably be able to eliminate some choices, thereby increasing your odds of getting a correct answer.
- Use **available time** at the end of the test to reread your test and make sure that you have answered all the questions.
- **Change an answer only when you have a concrete reason.** Your first instinct is usually correct. Do not change your answer unless you are positive that you have made a mistake.