



**Goal:** to answer as many questions correctly as possible (not to finish the test on time). Treat each question as if it were to decide your final grade.

# TAKING MULTIPLE CHOICE TESTS

Practice this step-by-step approach on sample questions.

1. Read the stem question and answer options carefully.
2. Circle or underline the qualifying words in the stem question: almost, sometimes, never, etc.
3. Identify in the stem what the question is actually asking; it's usually found at the end of the stem question. Repeat the actual question in your mind (even in your own words) before going to the options.
4. Treat each option as a true or false answer. Starting with the first option, repeat the actual question, then read the option and mark it accordingly. Continue through the rest of the options.
5. For questions in which you can't decide between or among options, go with what you know. Avoid choosing based on unfamiliarity or numbers/statistics (going with what you don't know). If an option "rings any small bells," choose it.
6. Answer each question; do not leave any unanswered.
7. Mark questions that you are unsure about, using marks that denote: little, somewhat, very. This will save you time when you look over your test.
8. Do not change your initial answer unless you have a specific reason for doing so. Most changed answers go from the right answer to the wrong answer. Trust your first response.
9. If time runs out and you have questions unanswered, choose your favorite letter and use that letter for those questions. Don't be random.