

Multiple Choice Exam Questions

Carefully read the directions for the exam before you begin.

1. **Attempt to answer the question without looking at the options.** If necessary, cover the answers with your hand.
2. **Eliminate the distractions.** 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.
3. **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.
4. **Eliminate incorrect answers.** If you have 4 possible answers, often you can eliminate two possible answers, narrowing your choices.
5. **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.
6. **If options appear similar, chances are one of them is the correct response.** The same is true for quantities that are almost the same.
7. **If the first option is a correct one, look at the last option to make sure it is not “all of the above” option.** The same is true for the “none of the above” question. It is also a good idea to read all answers before marking yours. Remember, the instructor is looking for the “best” answer.
8. **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 good reason for doing so.
9. **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. Use this trick only when you cannot make any other educated guess as to what the correct answer is.
10. **Answer all questions.** Budget your time to answer all questions. Even educated guesses are better than no response at all.
11. **Always look over your exam before turning it in. You don’t want to make careless mistakes, so re-read the questions and check over your answers.**