

**21 Multiple Choice Test-Taking Tips\***

1. **Read directions carefully**.

Know if each question has one or more correct options.

Know how much time is involved.

1. **Preview the test**.

Read test quickly, answer easiest questions first.

1. **Read test second time & answer more difficult questions**.

You may pick up clues from first reading, become more comfortable.

If time allows, review both questions & answers. It is possible you miss-read questions the first time.

1. **Improve your odds, think critically:**

Cover options, read the stem & try to answer.

Select option that most closely matches your answer.

1. **Read the stem with each option.**
2. Treat each option as a **true-false question,** and choose the **“*most true*.”**
3. **Eliminate options you know to be incorrect**.
4. Question options that **grammatically don’t fit** with the stem.
5. Question options that are **totally unfamiliar** to you.
6. Question options that contain **negative or absolute** words.

(Try subbing a qualified term for an absolute one ~ *frequently* for always or *typical* for every to see if you can eliminate it).

1. **“All of the above”**

If two or more seem correct, “all of the above” is a strong possibility.

1. **Number answers**

Toss out high and low and consider middle range numbers.

1. **Look alike options**

Probably one is correct, choose the best but eliminate choices that mean basically the same thing thus cancel each other out.

1. **Double negatives**

Create the equivalent positive statement and consider.

1. **Echo options**

If two options are opposite of each other, chances are one of them is correct.

1. **Favor options that contain qualifiers.**

The result is longer, more inclusive items that better fill the role of the answer.

1. If two alternatives seem correct, **compare them for differences**, then refer to the stem to find your best answer.
2. Use **hints from words** you know in both stem and options.
3. **Don't keep on** **changing your answer**, usually your first choice is the right one, unless you misread the question.
4. A **positive choice** is more likely to be true than a negative one.
5. Remember, you are looking for the **BEST ANSWER**.

\*Adapted from: <http://www.testtakingtips.com/test/multiple.htm>