## Multiple Choice Test Taking

| Prior to the exam | • Get a good night sleep and eat protein before an exam to improve thinking  
• Know when, where, and what you need to bring to your exam  
• Arrive early to avoid rushing but avoid last minute studying  
• Practice positive self-talk and do deep breathing to relax |
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| Before answering questions | • Read the directions to make sure you need to answer all questions  
• Look through the exam to see length and types of questions  
• Look at the point system—how much is each question is worth  
• Allot your time to gauge time for each question |
| Take the test your way | • Start at the end of the exam to avoid comparing your pace to others  
• Write on the exam at the start of the exam concepts you don’t want to forget  
• Interact with the exam by underlining, crossing out, circling, to help you focus on the important words in questions and answers  
• Stay alert for words in other questions/answers that help you answer a previous question  
• Answer all the questions you know first leaving questions you don’t know until the end. Guess rather than leaving a question blank. |
| Read the entire question | • Read the whole question before thinking about the answer; every word is important to understand how to answer a question  
• Underline the main ideas and circle the words that ask the question  
• Think about the answer before looking at options |
| Read and analyze all of the answers | • Read EVERY answers; don’t stop if you think you found the answer  
• Cross out answers you know are 100% incorrect  
• Compare remaining answers to what you thought the answer would be  
• Rethink remaining answers in relation to your original answer |
| Select the best answer | • Typically there are two good answers, but one correct answer  
• Compare the remaining answers to identify their differences  
• Refer back to the question to see which answer seems more accurate  
• If the question implies a detailed answer, then look for a detailed answer  
• If the question asks about a system, look for a broader answer  
• Words like always, never, sometimes, are important to consider when choosing your answer.  
• Only select all of the above, if you are sure that all options are true  
• If two answers are true and all of the above is an option, chose it unless a question can have two answers (see directions on the test)  
• Think about what your professor wants you to know about this topic  
• Only change an answer if you have a strong reason to do so |