



Learning & Academic Resources Dept.
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Tips for Taking Multiple-Choice Tests

- 1) **Come Prepared.** *Bring a #2 pencil, a Scantron form, and any reference materials, which you are allowed to have during the test. If you arrive a little early and feel rested, you will probably remember the material better.*
- 2) **Read instructions and questions very carefully.** *Note how many questions there are, the value of each, and how long you have to complete the test. A good strategy will help you gain the most points possible.*
- 3) **Try answering the question in your mind before reading all the possible answers.** *This can focus your thinking and help you avoid confusion later on.*
- 4) **Read all the choices, and eliminate the obviously incorrect ones first.** *This will help you verify whether your answer is truly the best one.*
- 5) **Do the easy questions first.** *This will build your confidence and help you budget your time to use up on the harder questions.*
- 6) **Underline key words.** *Watch out for words like “always”, “never”, “all”, “every”, and “none”. Extreme statements may be false. Exaggerations are false. (If any part of a statement is false, the whole can be considered so.)*
- 7) **Fill in everything.** *Rarely is there ever any penalty for a wrong answer, and you may be fortunate enough to guess right on some of them.*
- 8) **Never change an answer unless you are completely sure of your reason for changing it.** *Most of the time, your first answer is the correct one. Learn to trust your intuition. Never change answers at the last minute simply out of fear!!! That’s a habit that can lose you a lot of points!*
- 9) **Use the whole class period to complete the exam.** *Many instructors will provide clues or explanations that are very helpful, especially toward the end of the exam period.*
- 10) **Budget your time, and always leave time to review your answers.** *You may catch a mistake or remember something important as you read over your answers.*

Thanks to the Pasadena City College Learning Assistance Center for some of the information included here.

If this was helpful you can get more useful information by taking a **Learn 11** class.