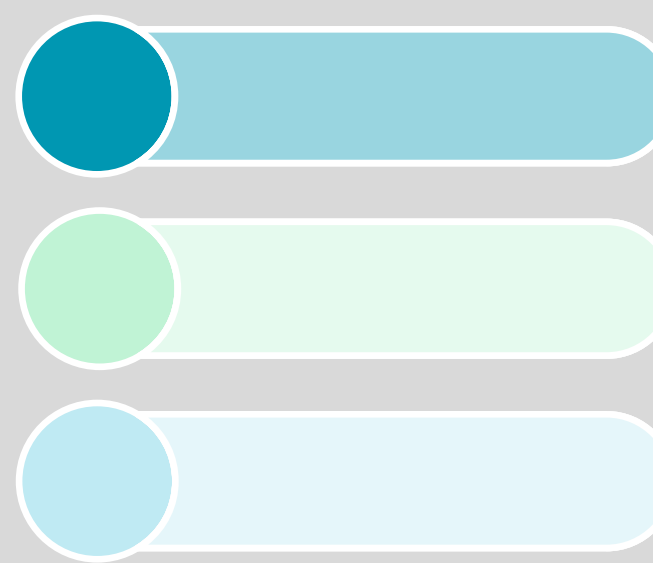


# HOW TO:

## Take Multiple Choice Exams



### What to be Aware of Before the Exam:

- “All of the above” and “none of the above” are very inclusive statements; when used, they often tend to be correct. However, remember that if one option is wrong, then “all of the above” is wrong.
- **Be careful of words that are TOO positive (all, always, best) and words that are TOO negative (never, worst, none), as these often make an answer false. Note “hedge” words like: often, seldom, frequently. These often make an answer true because they neither overstate nor understate the issue.**
- Acknowledge common prefixes, suffixes, and word roots to make intelligent guesses about terminology you don’t know. For example: the prefix “hyper” would clue that hypertension refers to high, not low, blood pressure.
- **Be alert to give-aways in grammatical construction. The correct answer to a question which ends in “an” would make the answer an option starting with a vowel.**
- Answers that are different from the others may be distracters, for example: if all choices but one are stated in milligrams, and the last one reads “1 gr.” that choice can be eliminated to narrow your selection.

## During the Exam:

- **Survey the exam. Divide it up based on the amount of questions, for example: if you have 120 questions and two hours, aim for an average of one question per minute.**
- Begin the exam, being careful not to rush,
- **Underline important words in the question.**
- Read ALL the choices before selecting the correct one.
- **Your first hunch is usually a good one.**
- If two choices mean the same thing, you can usually eliminate both of them. If two choices are opposites, the correct choice is probably one or the other.

- Read the question carefully. If the question asks “Which of the following are NOT applicable”, be sure to gear you thinking accordingly. Underline the “not” in the question. Also watch out for double negatives, for example: “it is not unlikely that” means “it is likely that”.
- **Select the response you best understand. Long-winded statements are likely to be included as distracters.**
- If you encounter a difficult question, eliminate the choices you know are wrong. If you still can't decide on the correct choice, mark the question clearly in the margin and move on.

## Final Checks:

- When you go over the test for the first time, go back to the questions you missed. Perhaps other questions later on will have suggested the answer.
- Check that you have completed all the questions. If you are using an answer sheet, make sure all sections are complete.
- Don't hastily change your answer; your instinctive first choice is probably correct.
- Plan to learn from your mistakes so you can improve on the next test. Once your exam is marked, you can study your mistakes and classify your errors as either: 1) a lack of knowledge, 2) carelessness, or 3) misreading of the question.