

SDV 100 College Survival Skills

Guidelines for Taking Multiple-Choice Tests

1. *Circle or underline important words in the item.* This will help you focus on the information most needed to identify the correct answer choice.
2. *Read all the answer choices before selecting one.*
3. *Cross out answer choices you are certain are not correct.* This will help you narrow down correct answers.
4. *Look for two answer choices that are opposites. One is likely to be correct.*
5. *Look for hints about the correct answer choice in other items on the test.* The correct choice may be part of another item on the test.
6. *Look for answer choices that contain language used by your teacher or found in your textbooks.* An answer choice that contains such language is usually correct.
7. *Do not change your initial answer unless you are sure another answer choice is correct.* More often than not, your first choice is correct.
8. *Choose “all of the above” if you are certain all other answer choices in the item are correct.* Do not choose “all of the above” if even just one of the other answer choices is not correct.
9. *Choose “none of the above” if you are certain all other answer choices in the item are incorrect.* Do not choose “none of the above” if even just one of the other answer choices is correct.

Source: www.how-to-study.com