

## 20 Tips for Taking Multiple-Choice Tests

1. Read the stem *before* reading the choices and try to predict the answer.
2. Read all the choices carefully before making a final choice.
3. A response that is only partly correct is **probably** not the best choice.
4. Note any negatives (e.g., no, not) and be sure your choice fits the stem.
5. If a choice is much longer and more detailed than the others, it **may** be the correct answer.
6. If a word in a choice also appears in the statement, it **may** be the correct answer.
7. Improve your chances by eliminating one or more unreasonable choices.
8. When two of the choices are similar, they are both **probably** incorrect.
9. When two of the choices are opposites, one of them is always wrong, and the other choice is **usually** correct.
10. If answer choices do not fit grammatically with the question stem, they are **probably** incorrect.
11. A choice that includes one or more of the other choices is **likely** to be correct.
12. If *none* or *all* is used in a choice, it is **usually** incorrect.
13. If *some* or *often* is used in a choice, it is **likely** to be correct.
14. If *all of the above* is a choice, determine whether at *least two* of the other choices seem appropriate before selecting *all of the above*.
15. If one choice is more precise or technical, it is more likely to be correct than a more general choice.

16. If you are unsure about a response and the correct choice for many items on the test tends to be longer, select the longer choice.
17. For a difficult question, put a mark beside it and go to the next question. Come back to the question at the end of the test or at any time when other questions give you a helpful clue to the answer to the difficult question.
18. Be alert to clues in the stem of other questions that may be helpful with a difficult question.
19. Mark your answers on your answer sheet carefully.
20. Make a calculated guess if you are not sure of the right answer, unless there is a penalty for guessing.