

Tips for Multiple Choice Exams

Preparing for Multiple Choice Exams

- **Begin Studying Early**
 - Learn a little bit each day and allow plenty of time for repeated reviews to build a much more reliable long-term memory.
- **Pay Attention To Fundamental Terms And Concepts That The Instructor Emphasizes**
- **Use Your Textbook's Tools**
 - New words, concepts, and summary questions are usually at the beginning or end of a chapter
 - Be sure that you really know what the definitions mean.
- **Know Your Learning Style**
 - Find ways to study the material in the way that best matches your learning style.
- **Simulate Required Behavior**
 - If you are taking a closed book test, practice answering questions without your text or notes.

Taking Multiple Choice Exams

- **Before You Begin the Exam**
 - Enter all pieces of required information on your answer sheet.
 - Upload: flip the test over, write down key words, concepts, and ideas that are in your mind, especially if you just studied them and think you may forget.
 - Give yourself a time budget for each section of the test.
- **Make Three Passes Through the Exam**
 - PASS ONE:
 - Go through the test and answer all the questions for which the answers come easily.
 - PASS TWO:
 - Try to anticipate the correct response before seeing the options provided. Then, uncover the responses.
 - If you see the response that you anticipated, circle it and check to be sure that none of the other responses are better.
 - If you do not see a response that you expected:
 - Spend time to figure out the “best” of the of the answer options.
 - Run each possible response through a true/false test.
 - Look for answer choices that contain language used by your teacher or found in your textbook.
 - PASS THREE:
 - Take an educated guess on questions that are still elusive
 - Be sure that you have filled the appropriate bubbles carefully.
 - Check your work before you hand in the answer sheet.
- **When All Else Fails, Remember:**
 - Responses that use absolute words, such as “always” or “never” are less likely to be correct than ones that use conditional words like “usually” or “probably.”
 - “All of the above” is often a correct response. If you can verify that more than one of the other responses is probably correct, then choose “all of the above.”
 - “None of the above” is usually an incorrect response. Be very careful not to be trapped by double negatives.

4 Methods for Handling Test Anxiety

There are several strategies to help deal with and overcome test anxiety. If your anxiety is a constant issue or escalates to a higher level, it may be beneficial to speak with a counselor. CUW offers free counseling services to students. The Counseling Center can assist you with long-term coping methods for anxiety.

Prepare

1

- Start preparing for a test 1 - 2 weeks before to build your confidence.
- Organize materials you may need for the test.
- Get to the testing site with enough time to find a seat you prefer.

Have a Positive Attitude

2

- Test scores do not determine your self-worth.
- Use the test as an *opportunity* to show how hard you have worked.
- Avoid speaking with classmates who are unprepared or express negativity.

Stay Healthy

3

- Develop good sleeping habits - *try* to get 8 hours per night.
- Start (or continue) an exercise program.
- Eat right! Get your fruits and veggies, and AVOID processed food, carbonated soft drinks, caffeine, fried food, sugar, chips, and similar foods containing preservatives.
- Take time for yourself! Read a book for leisure, spend time with friends/family, watch your favorite show, go for a walk - something that makes you happy 😊

During the Test

4

- Read the directions *carefully*.
- If necessary, count to 10 and take slow, deep breaths.
- Stay on task - think about the next step (don't let your fear distract you).
- Skip questions you do not know and come back to them later.
- If it is a multi-format exam, do the section you are "best" at first to build your confidence.
- It is expected that you will have *some* anxiety - it keeps you determined and gives you energy!