



Multiple Choice Test-Taking Strategies

General Test-Taking Tips

- Usually 1 to 2 minutes per question (calculate beforehand).
- Never leave a question blank, guess if necessary (unless negative marking).
- Fill in the Scantron as you go along, not at the end.
- Use process of elimination to pick the correct option by crossing out incorrect answer choices.
- Put an asterisk beside questions you do not know, and come back to them at the end if time permits.
- Underline/highlight specifically what the question is asking.
- Read every answer choice to avoid missing multiple correct answers (e.g., all of the above).

“Choose the best answer” or “Most Correct” Tips

- If possible, cover the answer choices, and treat the question as a short answer question.
- Think of the answer to the question, and then compare your answer to each possible option.
- Cross off answer choices that are different than the answer you thought of.
- Choose the answer choice that is most like the answer you thought of.
- Options with specific answers are usually more correct than broad/general answers.
- Options with strong qualifiers are usually incorrect (e.g., “always”, “never”).

Multiple multiples

e.g.: a) I only; b) II & III; c) I & IV; d) II & IV

- Treat each multiple option as an independent statement, and do not compare them to other options.
- Answer each multiple option as a true or false question, and eliminate false ones.
- Refer to the answer choices after every true/false assessment of a multiple option (i.e., you may be able to determine the correct answer without assessing every multiple option).

“Select all that apply” Tips

- Treat each answer option as a true or false question, independent from each other.
- Select answer options that are true, and eliminate those that are false.
- In most cases, all the answer options or none of them is usually not correct.

Short Answer Tips:

- Underline/highlight specifically what the question is asking.
- Answer questions that you know the answer to first, followed by questions you are less sure of / so not know.
- For every definition/term, consider providing an example.
- Write specific answers that are supported by information from the lectures/readings.
- Avoid making broad statements or over-generalizations.
- The number of points you make should roughly correspond to the number of marks for the question.