WRITING MULTIPLE CHOICE TESTS

1. **Know your stuff!** There is no substitute for knowing the right answer.

2. Before you start the test, write down **any key information, terminology, formulas, concepts, diagrams, etc.** on the back of the test.

3. **Calculate** how much time you have per question. Be aware of how much time you spend on each question, to ensure that you have enough time to complete the test.

4. Read the question and **underline** or **highlight** the key words.

5. **Identify** words such as ALWAYS or NEVER as these answers are less likely to be correct than PROBABLY or OFTEN.

6. **Guess** the answer before you look at the options.

7. Read the options and **eliminate the most ‘incorrect’** answers until you have one answer remaining.

8. If you can’t answer the question, **put a star** beside the question, **move on** to the next question, and **come back to it later**.

9. When you have completed the test, **go back to the questions you skipped**, but be aware of how much time you have left to complete them.

10. If you still have no idea what the answers are for the remaining questions, **guess the same answer** for all of them.

11. **Don’t change any of your answers** if you came up with the answer in a logical way instead of using your gut instinct.

12. If you guessed at the answer, **only change it** if you think you now have the correct answer.