Taking Multiple Choice Tests

- Pay close attention to oral and written directions.

- Don't spend too much time on any one question. Leave a difficult question blank, put a mark beside it, and then come back to it if time permits.

- For each question, read through all the answers before choosing one.

- Don't change an answer unless you are quite sure you have found a better one.

- If one of your choices is a combination of two or more answers (such as both A and B), remember that both parts of the answer must be correct.

- Be aware that a longer answer is more likely to be correct than a shorter answer. It often takes more words to write a correct answer because it may need qualifying phrases to make it correct.

- Avoid answers with all-inclusive words like all, always, everyone, none and nobody because they are likely to be wrong. Any exception makes the answer wrong.