FOR ALL TYPES OF OBJECTIVE QUESTIONS

☐ Find out if there’s a penalty for guessing - if there isn't, leave no blanks.

☐ Anticipate answers before looking for them in the choices so you’re not distracted by the “decoys”. Cover the choices and try to predict the right choice first.

☐ Use information or insights you’ve gained in working through the rest of the test to go back and answer or correct earlier items. Otherwise be reluctant to change an answer.

☐ Circle any negatives (including “EXCEPT”) in the statement so that you keep them in mind as you go about answering the question from the reverse standpoint.

MULTIPLE CHOICE QUESTIONS

☐ The format in multiple choice begins with a stem, which is either an incomplete statement or a question. The wrong choices – the “decoys” – are there to distract from the correct answer and check for complete comprehension and attention to distinctions.

☐ Unfamiliar or technical terminology is often used in the decoy answers.

☐ Watch directions - do they ask for the “best” answer or “all correct answers”?

☐ Read all the options before deciding which is “best” among other “correct” ones.

☐ Practice the process of elimination in order to narrow your choices and be able to make a more educated guess.

☐ Try thinking of the choices as a true-false.

☐ The following tend to be correct choices:

1. the most general option because it allows for exceptions: choices with “some,” “often,” “many,” “might,” “rarely.”

2. the longest option because it is more inclusive and specific.

3. the option with the middle value between extremes (numbers, dates, amounts)

4. inclusive statements like "all of the above"; if you can find just 2 correct options, you can assume that "all of the above" must be correct.

5. if there are direct opposites among the choices, the answer is often in one of them, while two extremely close choices would seem likely to hold the answer.