

## TIPS FOR TAKING MULTIPLE-CHOICE TESTS

### Objective:

- To attain skills in taking multiple choice tests

### Questions to Ask the Teacher About Multiple Choice Tests

- May I write on the test?
- How much time do I have to complete the test?

### Materials

- #2 pencil

### Answering Multiple-Choice Questions Step-by-Step

- Read the directions carefully.
  - Some tests require that you mark the best answer.
  - Some tests require that you mark all correct answers.
- Read the question or statement and try to answer or complete it before looking at the answer choices
- Read the question and the possible answers all the way through. All the answers may actually be correct and your job may be to pick the best answer or all correct answers.

- Eliminate answers in a step-by-step manner.
  - Read each choice carefully and look for choices that are obviously wrong.
  - Eliminate choices that do not fit grammatically.
  - Eliminate choices that seem too vague or general. Correct responses are often the ones that contain specific, detailed information.
  - When two choices are opposites, usually one of the two is the correct answer.
- Carefully consider words in the answers like all, none, always, not and some.
- Use information included in the statements and questions to help you answer other questions. This is especially helpful when you review your answers.

**HH #1:** Complete the test first and then fill in the Scantron. Be mindful of time.

**HH #2:** Guess- Do not leave blanks.

## TIPS FOR TAKING TRUE-FALSE TESTS

### Objective:

- To attain skills in taking true-false tests

### Questions to Ask the Teacher About True-False Tests

- May I write on the test?
- How much time do I have to complete the test?

### Materials

- #2 pencil

### Answering True-False Questions Step-by-Step

- Think true.
- Read the statement slowly and carefully, word by word. If any part of the statement is false, the entire statement is false.
- Beware of sway words. Words such as all, every, always, only and because can sometimes sway a statement from true to false.
- Pay attention to true clue words. The presence of common true clue words such as usually and generally often indicates that the statement is true.
- Watch out for negatives. If you do not read carefully, you may think a question says can when it actually says cannot, or you may read safe instead of unsafe.
- Watch out for lists. Be sure each point is correct.
- Think logically.
- If two true statements are joined illogically, the answer is false.
- Stick with your first choice.
- Check your answer by correcting the false statement.

**HH #1:** Complete the test first and then fill in the Scantron. Be mindful of time.

**HH #2:** Guess- Do not leave blanks.