

Taking a Multiple Choice Test

When you may write on the test:

1. Read the directions.
 2. Read the directions.
 3. Read the directions.
 4. Underline what you need to do.
5. As you read each question, cover up the answers and see if you already know the answer to the question.

Example: Adirondack Community College is in the city of _____. Oh! I know that! Queensbury!

Then look at the choices and see if the right answer is already there. If it is, use it.

6. If the right answer doesn't jump out right away, read the choices and see whether one matches yours fairly closely.

Example, if the choices for the above question were

- a. Albany
- b. Glens Falls
- c. Warrensburg
- d. Buffalo

you would choose Glens Falls.

7. If the right answer doesn't jump out, cross out the letters for the answer that couldn't possibly be correct, and see if you can find the right answer by process of elimination.
8. If you're stuck, circle the number of the question (to indicate that you haven't answered it and so that it's easy to find later) and move on.
9. When you have done all the questions you are sure of, go back and do the ones you weren't sure of.

If you can't write on the test:

Follow the above, using a piece of scrap paper. Jot down the important points from the directions onto the scrap. For #7, write *a, b, c, d, e* on the scrap, and cross out the wrong letters. For #8, keep a running list down one side of your scrap, so the numbers you have skipped are easy to find.

Should you guess? If you're nearly out of time and accrue no penalty for guessing, why not? If you are penalized for guessing, guess if you can narrow the choices to two.

Use all your time. Do not leave until the test is over, as long as the answers to any questions remain blank. Use the time to jot down notes, free-associate, etc., and see if you can come up with the answer.

Remember: you're putting 15 weeks into this course; you can spend another 15 minutes to do well on this test.