

Strategies for Conquering a Multiple Choice Test

*Provided to the Fraternal Order of Police, Crescent City Lodge
by Dr. Laura Scaramelia of the University of New Orleans*

- **The night before the exam**
 - Relax
 - Don't study – review your notes, but avoid cramming
 - Get a good night's sleep
 - Avoid Alcohol
 - Eat Breakfast; Show up early

- **Managing anxiety before and during the exam**
 - Panic moments are NORMAL
 - Breathe
 - Think positive thoughts; Stop negative thoughts; Focus on the exam
 - Don't worry if people finish before you

- **Multiple choice tests can be tricky**
 1. Read the question before looking at the answer (cover the answer)
 2. Answer the question in your mind
 3. Read the choices
 4. Select the answer that most closely matches your answer

- **I thought I knew the answer...but now I'm not sure???**
 - Eliminate the answers you KNOW are wrong
 - Read the question again
 - Select your answer (avoid overthinking it)
 - Mark the question and check it later

- **I have NO clue!!!!**

- When you have NO idea – skip the question and come back to it.
- Do not waste time on questions you have to guess

- **Time Management**

Answer the questions you know first

Get credit for what you know

Get the easy ones out of the way

Avoid “over-thinking” a question

If you keep changing your mind, go with your first choice

- **Develop a code on your question sheets**

1. When you know the answer, do nothing to the question number
2. Circle question numbers you had to guess at: ③
Only go back to these questions if you have time
3. Boldly mark the ones you skipped: ★
Makes it easier to find later
If you run out of time, go back and answer with either “B” or “C”

- **After you have finished your exam**

Review the questions you have circled: ③

Still not sure – LEAVE IT!

Review the questions you have starred: ★

Narrow down the answers if you can

Take your best guess

Review your remaining answers

Only change an answer if you KNOW it was wrong

- **To guess or not to guess**

GUESS!!! You have a better chance to get it right!

If there are only two choices – you have a 50% chance of being correct

If there are three choices – you have a 33% chance of being correct

If there are four choices – you have a 25% chance of being correct

If you leave it blank – you have 0% chance of being correct

- **Making the best guess**

Make the “positive choice”

Positive choices are more likely to be true than negative choices

Select the answer with the most information

Choose “usually” or “probably” rather than “always” or “never”

Go with your first choice or hunch

- **All or the above / None of the above**

All of the above

If one statement is false, do not choose “all of the above”

If at least two statements are true, “all of the above” is probably correct

None of the above

If one statement is true, do not choose “none of the above”