Quick Tips on Writing Multiple Choice Exams

1. Read the question slowly and carefully
   Do not rush while reading the questions, otherwise you may set yourself up for making simple and avoidable mistakes such as skipping key information or misreading questions.

2. Pick out important words
   Use your pen to underline or circle key words that might influence the way you answer the question. Also, watch out for words like “never, always, every” as these words may change the meaning of the question and are often incorrect unless it is a known fact.

3. Cover up the options
   As you read the question, cover the options. Jot down key points that come to mind and think about what the answer could with your predicted answer be based on the info you recalled. Then see if any of the options match. This strategy can help you avoid distracting answers!

4. Be the judge
   With each answer you choose, make sure that you have solid reasoning for why you think it is correct. Likewise, have a strong understanding for why you think the other options are incorrect.

5. Take the time to review
   Factor in some time, 10-15 minutes depending on the length of your exam, to review your answers. You will be surprised at the mistakes you will catch! Be confident with your choices!