

## 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!